



## **Regular Board Meeting Agenda**

**Tuesday, June 14, 2022 | 6:00 PM | District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032**

### **1. OPENING ITEMS**

- 1.A. Call to Order**
- 1.B. Roll Call**
- 1.C. Pledge of Allegiance**
- 1.D. Invocation**
- 1.E. Adoption of Agenda**
- 1.F. Approve Minutes of the May 10, 2022 Regular Board Meeting**



**Minutes of Regular Board Meeting of the Governing Board  
Joseph City Unified School District  
District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032  
Tuesday, May 10, 2022**

**Members present**

Eldon Larsen, President; Rhonda Roberson, Clerk; Andrew Bushman; Dayton Flake; Karsten Flake

**Administrators present**

Bryan Fields, Superintendent; Eric Miller, Principal; Darrel Mosier, Principal; Steve Mills, Business Manager

**Others present**

Two community members

**1. PUBLIC HEARING**

**A. FY 2021-22 Budget Revision**

Public Hearing called to order by Eldon Larsen at 6:00 p.m.

No public comments.

**2. OPENING ITEMS**

**A. Call to Order**

Eldon Larsen called the meeting to order at 6:02 p.m.

**B. Roll Call**

**C. Pledge of Allegiance**

**D. Invocation**

**E. Adoption of Agenda**

Motion by Rhonda Roberson to adopt the agenda as presented, second by Andrew Bushman.

Final Resolution: Motion carries

Yes: Eldon Larsen, Rhonda Roberson, Andrew Bushman, Dayton Flake, Karsten Flake

**F. Approve Minutes of the April 12, 2022 Regular Board Meeting**

Motion by Rhonda Roberson to approve the minutes as presented, second by Karsten Flake.

Final Resolution: Motion carries

Yes: Rhonda Roberson, Andrew Bushman, Dayton Flake, Karsten Flake

Abstaining: Eldon Larsen (attended partial meeting)

**G. Superintendent's Report**

**3. CALL TO THE PUBLIC**

There were no requests to address the Board.

**4. POSSIBLE EXECUTIVE SESSION**

None

**5. CONSENT AGENDA**

Motion by Eldon Larsen to accept the Consent Agenda as presented, second by Karsten Flake.

Final Resolution: Motion carries

Yes: Eldon Larsen, Rhonda Roberson, Andrew Bushman, Dayton Flake, Karsten Flake

**A. Approve Expense Vouchers**

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Action to ratify district vouchers for the period 4/7/22 through 5/3/22.

**General and Special Funds:** #24 \$144,020.45; #25 \$142,847.74; #1051 \$1,904.96; #1052 \$30,045.47; #1053 \$61,772.74; #1054 \$2,022.09; #1055 \$103,137.74

**Auxiliary Operations Funds:** #1068 \$1,324.77; #1070 \$100.00; #1071 \$3,345.60

**Student Activities Fund:** #1069 \$2,991.73; #1072 \$1,633.13

**B. Student Activities Fund Report**

Revenues, expenditures and charges in the Student Activities Fund Report; period of 4/1/22 through 4/30/22.

**C. Approval Renewal of Intergovernmental Agreements for 2022-23**

Northern Arizona Vocational Institute of Technology - NAVIT (provide career, technical and vocational instructional programs for JCUSD students)

Northland Pioneer College (provides instructional programs for JCUSD students)

Holbrook Unified School District (shared grant management services)

Navajo County Education Service Agency - Special Services Consortium (Special Education services provider)

**D. Approve Contract Renewal with Educational Services, Inc.**

Employee leasing and contracted services

**E. Approve Renewal of Food Services Management Contract with Southwest Foodservice Excellence FY 2122-23**

**F. Approve AZ On Track Summer Camp Grant**

\$28,800 Award for Summer School Classes and Activities

**G. Approve High School Girls Fundraiser**

3-Day Community Basketball Camp for ages 5+; \$20 Entry Fee

**6. PERSONNEL REQUESTS**

**A. Employee Assignments, Employee Renewals, Volunteers, Employee Resignations**

Motion Eldon Larsen to approve employee assignments, employee renewals, volunteers, employee resignations as presented; second by Dayton Flake.

Final Resolution: Motion carries

Yes: Eldon Larsen, Rhonda Roberson, Andrew Bushman, Dayton Flake, Karsten Flake

ASSIGNMENTS:

Fish, Dustin - Skills USA Advisor

Layden, Caleb - Seasonal Worker (Summer Weights)

Stradling, Jim - Skills USA Advisor

RENEWALS:

Fields, Taylor - Seasonal Worker (Custodial, Technology, Inventory)

VOLUNTEERS:

None

RESIGNATIONS:

Dustin Fish - Agriculture and Welding Teacher

Andy Foree - JH/HS Choir and Drama Teacher

Cara Hutchens - Kindergarten Aide

Adam Neat - Science and Math Teacher

Nichole Neat - Elementary School Librarian

**B. Personnel Appointments**

Motion by Eldon Larsen to approve the employee appointments as presented, second by Karsten Flake.

Final Resolution: Motion carries

Yes: Eldon Larsen, Rhonda Roberson, Andrew Bushman, Dayton Flake, Karsten Flake

APPOINTMENTS:

See attached list

**C. Personnel Appointments (Additional)**

Motion by Andrew Bushman to approve the additional employee appointments as presented, second by Karsten Flake.

Final Resolution: Motion carries

Yes: Rhonda Roberson, Andrew Bushman, Dayton Flake, Karsten Flake

Abstaining: Eldon Larsen

Larsen, Trina - Teacher (Jr/Sr High Math)

Spurlock, Sharon - Lifeguard

**7. ACTION ITEMS**

**A. Approve Revision of Joseph City Schools FY 2021-22 Budget**

Motion by Eldon Larsen to approve the revised Joseph City Schools FY 2021-22 Budget as presented, second by Dayton Flake.

Final Resolution: Motion carries

Yes: Eldon Larsen, Rhonda Roberson, Andrew Bushman, Dayton Flake, Karsten Flake

**B. Possible Approval of Bid Award for Special Education Services**

Multi-vendor award for FY 2022-23 through FY 2026-27

Motion by Eldon Larsen to approve the bids for Special Education Services as presented, second by Rhonda Roberson.

Final Resolution: Motion carries

Yes: Eldon Larsen, Rhonda Roberson, Andrew Bushman, Dayton Flake, Karsten Flake

**8. DISCUSSION ITEMS**

None

**9. INFORMATION ITEMS**

**A. Textbook and Curriculum Selection, Review and Future Adoption Following 60-Day Public Review**

Information on updating Jr/Sr High School curriculum materials for the following subject areas.

Textbook/curriculum materials will be available for public review for 60 days prior to board consideration of adoption at a future board meeting in accordance with Governing Board Policy IJJ. This is an information item only and no action will be taken at this meeting.

- Math (6th, 7th and 8th grades)
- Pre-Algebra

**B. Requests for Future Agenda Items**

None.

**C. Upcoming Meetings and Events Calendar**

- Next Regular Board Meeting - June 14, 2022; 6:00 p.m.

**10. ADJOURNMENT**

Call to adjourn the meeting at 6:45 p.m. by Eldon Larsen, second by Karsten Flake.

Final Resolution: Motion carries

Yes: Eldon Larsen, Rhonda Roberson, Andrew Bushman, Dayton Flake, Karsten Flake

APPROVED:

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Board Clerk or President

**1.G. Superintendent's Report**

## June 14<sup>th</sup>, 2022 Governing Board Meeting Report

### Current Events and Updates

Prepared by B. Fields, Superintendent

- We are in the process of getting the broken solar panels replaced.
- I've taken a look at the preschool room and I believe that it would be best to get it cleaned out prior to having an architect work on a design for it. We are taking steps to do that.
- Our standardized scores have been sent to us and I will put together a short summary for Governing Board members and administration to review. I can provide the detailed reports if you would like them as well.
- Our summer camp is going well and there are a variety of activities that the students are doing such as taking trips and experiencing new things. We have about 60 students participating in the summer camp.
- We are purchasing a new carpet cleaning machine which I am authorizing ESSER funds for.
- Some of the projects that we are currently still working on are shade structures for the JH/HS campus, playground items for the elementary, flooring repairs and replacements, AC for the green room in the auditorium, bus area parking lot repairs, exterior painting, HS Gym Bleachers, and a heat exchanger replacement at the elementary campus.
- We are requesting that the roofing contractors make changes to the drip edge installed at the JH/HS campus before the final payment is released to them.
- Our recent increase in Chromebooks brings us to about a 2-1 ratio of computers to students. Jason has worked to find some mobile carts at a good discount through a surplus auction. I would like to thank him, and Deo Diaz for helping with the transport of the carts from Phoenix.
- We have several elementary teachers participating in Dyslexia and Emergent Reading training this summer. This is part of the Elementary school's professional development and improvement plan.
- The Elementary school is planning on implementing a dental screening program next year. Parental permission will be required.



**Summary of Financial Operations (Unaudited)**  
**May 31, 2022**

Fund		Budget	YTD Expenses	Encumbrances	Budget Balance
001	Maintenance & Operation	\$ 5,699,365	\$ 4,506,393	\$ 485,879	\$ 707,093
010-013	Classroom Site Funds	\$ 431,004	\$ 149,991	\$ 37,975	\$ 243,038
100-130	Title I	\$ 260,000	\$ 174,252	\$ 19,825	\$ 65,924
140-150	Title II - Profesional Development	\$ 40,000	\$ 5,171	\$ -	\$ 34,829
200-209	Title VII - Indian Education	\$ 15,000	\$ 8,893	\$ 1,184	\$ 4,923
220-229	IDEA/Special Education Grants	\$ 175,000	\$ 90,938	\$ 2,333	\$ 171,256
230	Johnson-O'Malley (JOM)	\$ 4,500	\$ 1,411	\$ 82	\$ 3,006
260-270	Career & Technical Ed (CTE) - Federal	\$ 16,000	\$ 7,527	\$ 556	\$ 7,917
290-291	Medicare Reimbursement	\$ 25,000	\$ 345	\$ 255	\$ 24,400
326-346	ESSER / CARES / ESG	\$ 1,746,229	\$ 354,870	\$ 550,300	\$ 841,059
374	E-Rate	\$ 33,000	\$ 1,500	\$ 30,700	\$ 800
390-396	REAP (Federal Rural Assistance)	\$ 45,000	\$ 6,002	\$ 11,027	\$ 27,971
400	Career & Technical Ed (CTE) - State	\$ 10,000	\$ 3,762	\$ 200	\$ 6,038
466	Healthy Drug-Free Community	\$ 170,000	\$ 46,369	\$ 6,124	\$ 117,507
506	School Plant (Sale)	\$ 5,000	\$ -	\$ -	\$ 5,000
510	Food Service	\$ 340,000	\$ 281,884	\$ 23,974	\$ 34,142
515	Civic Center	\$ 10,000	\$ 447	\$ -	\$ 9,553
520	Preschool Tuition	\$ 12,000	\$ 7,940	\$ -	\$ 4,060
525	Auxiliary Operations	\$ 120,000	\$ 100,437	\$ 17,370	\$ 2,194
526	Extracurricular Activities Tax Credit	\$ 20,000	\$ 10,545	\$ 184	\$ 9,271
530	Gifts & Donations	\$ 50,000	\$ 3,847	\$ 71	\$ 46,082
535-539	CTE & Vocational Education Projects	\$ 8,500	\$ 7,342	\$ -	\$ 1,158
550	Insurance Proceeds	\$ 60,000	\$ -	\$ -	\$ 60,000
565	Litigation Recovery	\$ 35,000	\$ -	\$ -	\$ 35,000
570	Indirect Costs	\$ 35,000	\$ 23,414	\$ 8,965	\$ 2,621
585	Insurance Refunds	\$ 5,000	\$ 2,000	\$ -	\$ 3,000
596	NAVIT	\$ 45,000	\$ 30,336	\$ 806	\$ 13,858
610	Capital Outlay	\$ 404,120	\$ 355,804	\$ 24,338	\$ 23,978
620	Adjacent Ways	\$ 75,000	\$ 6,757	\$ 2,379	\$ 65,864
665	Energy and Water Savings	\$ 49,000	\$ -	\$ -	\$ 49,000
686	SFB Emergency Deficiency Correction	\$ 140,000	\$ -	\$ -	\$ 140,000
691	SFB Building Renewal Grant	\$ 1,600,000	\$ 1,124,865	\$ 388,210	\$ 86,925
850	Student Activities	\$ 60,000	\$ 32,662	\$ 2,584	\$ 24,754

## 2. CALL TO THE PUBLIC

Individuals who wish to address the Board are requested to complete the appropriate form prior to the meeting and give the form to the Board Secretary. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for a future agenda. The Board requests that all comments be limited to five minutes or less, that speakers refrain from the use of speech or language that is offensive or inappropriate, pursuant to Board policy KFA and that speakers refrain from voicing complaints against school personnel or any person connected with the District, as it may impact due process rights. Policies KE, KEB, and KED are provided by the Board for disposition of legitimate complaints, including those involving individuals. Forms required for use of these policies can be obtained from the Joseph City Schools website. The President will limit discussion whenever he deems such action appropriate to the proper conduct of the meeting.

## 3. POSSIBLE EXECUTIVE SESSION (\*)

For any agenda item indicated with an asterisk (\*), the Board may vote to convene in Executive Session pursuant to A.R.S. 38-431.03 (A) (1) for personnel matters when notified; (2) discussion or consideration of records exempt by law from public inspection; (3) for consultation with attorney; (4) for consultation with attorney when in pending or contemplated litigation. Discussion or consideration of personnel matters may include employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee.

## 4. CONSENT AGENDA

Vote on Consent Agenda. All items listed will be considered as a group and will be approved with one motion unless a Board Member requests an item be removed from the consent agenda and considered as a separate item.

### 4.A. Approve Expense Vouchers

Action to ratify district vouchers for period 5/4/22 through 6/7/22.

**General and Special Funds:** #26 \$147202.38; #27 \$383037.59; #28 \$74646.07; #29 \$77628.22; #1056 \$2012.92; #1057 \$111248.27; #1058 \$2098.27; #1059 \$31487.16; #1060 \$376875.41; #1061 \$35872.26

**Auxiliary Operations Funds:** #1073 \$1433.54; #1075 \$165.00; #1079 \$808.40; #1081 \$2179.98; #1083 \$515.00; #1084 \$1716.10; #1087 \$5815.92

**Student Activities Fund:** #1074 \$720.48; #1076 \$133.69; #1080 \$1683.00; #1082 \$90.00; #1085 \$412.97; #1086 \$3754.98

### 4.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of 5/1/22 through 5/31/22.

## Joseph City USD External Funds

### Student Activities Summary Report

Fiscal Year: 2021-2022

From: 5/1/2022

To: 5/31/2022

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
000.000 Undesignated DO NOT USE	.00	.00	.00	.00	.00	.00
102.610 Joseph City Jr High School Student Council	1,351.26	.00	.00	1,351.26	(541.50)	809.76
102.612 Joseph City Jr High School Softball	(11.39)	.00	.00	(11.39)	.00	(11.39)
102.619 Joseph City Jr High School Volleyball	507.27	.00	.00	507.27	.00	507.27
102.629 Joseph City Jr High School Track	260.11	.00	.00	260.11	.00	260.11
102.637 Joseph City Jr High School Class of 2024	.00	.00	.00	.00	.00	.00
102.638 Joseph City Jr High School Class of 2025	.00	.00	.00	.00	.00	.00
102.639 Joseph City Jr High School Class of 2026	188.93	.00	.00	188.93	.00	188.93
102.640 Joseph City Jr High School Class of 2027	1,160.99	.00	.00	1,160.99	.00	1,160.99
102.641 Joseph City Jr High School Class of 2028	132.00	.00	.00	132.00	.00	132.00
102.642 Joseph City Jr High School Class of 2029	.00	.00	.00	.00	.00	.00
203.601 Joseph City High School Band	351.95	.00	(133.69)	218.26	145.80	364.06
203.602 Joseph City High School Baseball	155.40	.00	.00	155.40	.00	155.40
203.605 Joseph City High School Chess Club	.00	.00	.00	.00	.00	.00
203.606 Joseph City High School Card and Game Club	146.14	.00	.00	146.14	.00	146.14
203.607 Joseph City High School Drama	725.11	.00	.00	725.11	.00	725.11
203.608 Joseph City High School Future Business Leaders of America	12.59	.00	.00	12.59	.00	12.59
203.609 Joseph City High School Girls Basketball	2,929.01	545.00	.00	3,474.01	.00	3,474.01
203.610 Joseph City High School Student Council	4,818.41	.00	(267.59)	4,550.82	27.83	4,578.65
203.611 Joseph City High School National Honor Society	549.96	.00	.00	549.96	.00	549.96
203.612 Joseph City High School Softball	4,142.78	.00	.00	4,142.78	.00	4,142.78
203.613 Joseph City High School Momentum Club/Audition Choir	409.15	.00	.00	409.15	.00	409.15

## Joseph City USD External Funds

### Student Activities Summary Report

Fiscal Year: 2021-2022

From: 5/1/2022

To: 5/31/2022

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
203.614 Joseph City High School Wrestling	2,675.13	.00	.00	2,675.13	.00	2,675.13
203.615 Joseph City High School Cheerleaders	3,091.51	.00	.00	3,091.51	.00	3,091.51
203.616 Joseph City High School Welding	106.33	.00	.00	106.33	.00	106.33
203.617 Joseph City High School Woods	104.72	.00	.00	104.72	.00	104.72
203.618 Joseph City High School Boys Basketball	1,392.73	.00	.00	1,392.73	(653.82)	738.91
203.619 Joseph City High School Volleyball	8,969.73	2,652.00	.00	11,621.73	.00	11,621.73
203.620 Joseph City High School FACS	35.74	.00	.00	35.74	.00	35.74
203.624 Joseph City High School Basketball Cheerleaders	.00	.00	.00	.00	.00	.00
203.625 Joseph City High School FFA	(292.52)	.00	.00	(292.52)	.00	(292.52)
203.626 Joseph City High School Happy Club	880.07	.00	.00	880.07	.00	880.07
203.627 Joseph City High School Robotics	359.85	.00	.00	359.85	.00	359.85
203.628 Joseph City High School Cross Country	220.60	.00	.00	220.60	.00	220.60
203.629 Joseph City High School Track	191.04	.00	.00	191.04	.00	191.04
203.630 Joseph City High School Football	1,400.26	.00	.00	1,400.26	.00	1,400.26
203.631 Joseph City High School Technology Club	109.95	.00	.00	109.95	.00	109.95
203.632 Joseph City High School Class of 2019	.00	.00	.00	.00	.00	.00
203.633 Joseph City High School Class of 2020	.00	.00	.00	.00	.00	.00
203.634 Joseph City High School Class of 2021	.00	.00	.00	.00	.00	.00
203.635 Joseph City High School Class of 2022	2,237.94	100.00	(2,095.97)	241.97	(100.00)	141.97
203.636 Joseph City High School Class of 2023	6,394.09	1,625.00	(452.89)	7,566.20	476.30	8,042.50
203.637 Joseph City High School Class of 2024	388.76	.00	.00	388.76	.00	388.76
203.638 Joseph City High School Class of 2025	326.32	.00	.00	326.32	.00	326.32
500.300 Districtwide UNDESIGNATED	(132.00)	.00	(104.97)	(236.97)	.00	(236.97)

## Joseph City USD External Funds

### Student Activities Summary Report

Fiscal Year: 2021-2022

From: 5/1/2022      To: 5/31/2022

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
500.600 Districtwide UNDESIGNATED	(65.58)	.42	.00	(65.16)	.00	(65.16)
<b>GRAND TOTALS</b>	46,224.34	4,922.42	(3,055.11)	48,091.65	(645.39)	47,446.26

End of Report

**4.C. Appoint Student Activities Treasurer**

Approve annual appointment of Student Activities Treasurer.

**4.D. Authorization to Operate Revolving Funds**

Approval of continuing the operation of the District's revolving accounts for the coming year.

**4.E. Resolution to Approve Voucher Ratification**

Approve continuing resolution to approve voucher certification between Governing Board meetings.

**4.F. Delegation of Authority to Hire**

Approve the delegation of limited authority to the Superintendent to hire temporary, student, and event workers and other critical staff between Governing Board meetings.

**4.G. Approve Authorized Bank Account, Purchasing and Contract Signers**

Renew and approve authorized signers for bank accounts, purchasing and contracts on behalf of the District for 2022-23.

**4.H. Approve Sole Source Vendors for FY 2022-23**

The District has determined the attached vendors as Sole Source

**Sole Source Vendors  
FY 2022-23**

<b>Sole Source Vendor</b>	<b>Basis for Sole Source</b>
AIA (Az Interscholastic Association)	Only provider of high school conference officials, including Ref-Pay
American Fire Equipment Sales	Sole regional authorized maintenance and support provider for district fire systems
Follett School Solutions	District provider for library and inventory systems
In-Touch Receipting	District provider for receivables accounting system
Infinite Campus, Inc.	District provider for student information systems
IXL Learning	Sole provider for software used to support adopted curriculum
Joseph Germaine	Only provider for operation of Mountain View High School football camp
LogMeIn Communications, Inc.	Sole provider for software supporting District phone system
McGraw-Hill Companies	Adopted curriculum materials
National Bank of Arizona	Lease payments for previously financed purchase of solar power plant
Perfect Printz	Sole regional authorized maintenance and support provider for Kyocera copier/printers
PowerSchool	District provider for human resources software - continuation of hosting and support services
Renaissance Learning, Inc.	Sole provider for software used to support adopted curriculum
Robert Martineau	Sole local maintenance and support for Allen-Bradley HVAC control systems
Tyler Technologies	District provider for accounting and related systems - continuation of hosting and support services

**4.I. Reimbursements for Cell Phone Use**

Approve renewal of cell phone use reimbursements for designated employees who are required to have a cell phone that is available for District business.

**4.J. Reimbursements for Vehicle Use**

Approval of vehicle use reimbursements for employees who use personal vehicles for authorized school business.

**4.K. Intergovernmental Agreement with Vail Unified School District**

Intergovernmental agreement with Vail Unified School District to provide access and support for our use of the Beyond Textbook online curriculum, assessments, lessons for teachers and related services.

**4.L. Intergovernmental Agreement with Yavapai County Education Service Agency**

E-Rate Management Services

**4.M. Preschool Fee Schedule**

Requesting approval of the preschool fees for the 2022 -2022 school year.

**4.N. Ratify Board Members Attendance at Conference**

Arizona School Boards Association Summer Leadership Institute June 10-11, 2022 in Flagstaff, AZ

**4.O. Accept Donation of 30 Gallons of Hand Sanitizer from the Joseph City Fire Department**

The JCFD notified us that they had received excess hand sanitizer and would like to donate to the schools.

**4.P. Approval of Students' Early Entry into Kindergarten and 1st Grade.**

**4.Q. Approval of State Dyslexia Grant**

Approval of State Dyslexia Grant in the amount of \$5000.

**5. PERSONNEL REQUESTS (\*)**

Discussion and possible action to approve employee assignments, approve volunteers and accept employee resignations.

**5.A. Employee Assignments, Employee Renewals, Volunteers, Employee Resignations**

Discussion and possible action to approve employee assignments and renewals, approve volunteers and accept employee resignations.

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**ASSIGNMENTS:**

Fischer, Brad - Summer School Teacher (Credit Recovery)

Hutchens, Daniel - (Music class added to teacher assignment; Special Education Director assignment removed)

Mills, Julie - (Teacher assignment removed, added additional data management and software integration duties)

Strong, Julie - Special Education Coordinator (Extra Duty assignment)

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**RENEWALS:**

Hutchens, Daniel - Activities Director/Teacher (ESI Contractor)

Neal, Lillian - District Special Education Teacher (Extra Duty Stipend)

Nells, Selena - Indian Education Coordinator

Nells, Selena - Wellness Coordinator (Grant Compliance)

Randall, Julie - Instructional Specialist

Randall, Julie - NAVIT Coordinator

Stradling, Jim - Seasonal Skilled Worker II

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**VOLUNTEERS:**

None

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**RESIGNATIONS:**

Hutchens, Neleigha - Instructional Aide

Miller, Kylie - Assistant Pool Manager

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**5.B. Personnel Appointments**

Discussion and possible action to approve the appointment of new personnel and changes to positions of current personnel.

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Brewer, Leslie - Substitute Secretary  
Bushman, Adriane - Elementary Secretary  
Case, Melanie - Instructional Aide  
Dunton, Monapoppy - Teacher (Jr/Sr High Choir/Drama)  
Fields, Bridger - Student Concession Stand Worker  
Fields, Julie - Grant Manager (Youth, Faith and Family Grant)  
Hansen, Annelie - Library Aide (Elementary Part-time)  
Hardy, Desiree - Seasonal Worker (Academic Summer Camp) [ Ratification]  
Hutchens, Jorja - Student Concession Stand Worker  
Gayer, Lisa - Library Aide (Elementary Part-Time)  
Lucero, Atalaya - Instructional Aide (Preschool)  
Metzger, Kelly - Teacher (3rd Grade)  
Miller, Amy - Teacher (2nd Grade)  
Miller, Cambria - Seasonal Worker (Custodial, Technology, Inventory)  
Miller, Cort - Lifeguard 2022-23 Season  
Miller, Peter - Seasonal Worker (Custodial, Technology, Inventory)  
Mills, Shelley - School Nurse (Arizona School Nurse Access Grant)  
Penrod, Tyler - Lifeguard 2022-2023 Season

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# Monapoppy Dunton

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*Jr./Sr. High School Teacher*

## Objective

Looking for a position in a stimulating environment, where my education, creativity, and enthusiasm for all forms of learning and discovery, will be of service in the pursuit of inspired, meaningful, and globally conscious goals.

## What do you want your students to learn?

“Integrity, accountability, courtesy, and to discover something about learning that they can love. With these things, a student can face any obstacle with courage and confidence, knowing that, regardless of the outcome, they can retain their value and self-worth. It is important that my students understand that making mistakes or even bad choices is a part of life and nothing to be afraid or ashamed of, as long as we are accountable for them and do what we can to not repeat them.”

## Experience

- Substitute Teacher, Scoot Education (2011- Present)
- Artist/Designer, Operative Art
- Library Page, Burton-Barr Central Library City of Phoenix (2012-2014)
- Head Makeup and Hair Designer, Wig Master, Paradise Valley Community College and Phoenix College

## Education

- B.S. Environmental Life Science, Arizona State University (2015)
- A.S. Environmental Biology, Paradise Valley Community College (2033)

# Kelly Metzger

*Elementary School Teacher*

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## Professional Summary

A student-focused educator passionate about student success. Engage students with creative, thought-provoking discussions and activities. Encourage development and life-long learning through innovative and personalized approaches. Committed to helping all students reach their best true potential both in the classroom and personally, with patience, respect, and dedication.

## What are the most important personal and academic characteristics of an individual in the field of public education?

“The most important personal and academic characteristics of an individual in the field of public education are being self-driven to expand curiosity and intellect; solid reading, writing, and analysis skills; understanding and respecting other perspectives; and seeing the big picture and thinking broadly.

“These characteristics and skills are important and necessary for both educator and student.”

## Experience

- Elementary Teacher, Inspire Connections Academy (2020- Present)
- Substitute Teacher, Joseph City School District (2009- Present)
- Elementary School Teacher – 3<sup>rd</sup> grade, Telesis Preparatory Academy (2011-2012)
- Elementary Long-term Substitute – 5<sup>th</sup> Grade, Killip Elementary School (2012)
- Substitute Teacher, Red Sands Christian School (2013)
- Airman, United States Air Force (1993-1995)

## Education

- M.E. K-8, Grand Canyon University (2011)
- B.S. Psychology, University of Phoenix (2009)
- A.S. Social Science, Barstow Community College (2003)

# Amy Miller

*Elementary School Teacher*

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## Professional Profile

Motivated, dedicated and resourceful educator with more than 8 years varied experience at the elementary level. Devoted to building positive relationships with students, staff, and families to lay the foundation of a positive learning environment where genuine respect and concern for the wellbeing of others is evident. Strong leadership skills contribute to team building and collaboration in both the classroom and workplace. Deep desire to build confidence in and inspire students to succeed in their educational and in life.

## What do you want your students to learn?

“I want my students to learn how to learn. I want them to be able to think and reason through problems. I want them to learn how to work with others and be good citizens. I want real learning to take place in all subjects and not just memorization of facts. I want them to learn how to work hard and do hard things. I want them to know it's ok to make mistakes and to learn from them.”

## Experience

- Substitute Teacher/Teacher of Record, Joseph City School District (2013-Present)
- Student Teacher 2<sup>nd</sup> Grade – All Subjects, Joseph City School District (2022)
- In-Home Daycare Provider/Preschool Teacher (2009-2013)

## Education

- B.S. Elementary Education, Western Governors University (2022)
- A.S. Pre-Nursing, Eastern Arizona College (2001)

**5.C. Personnel Appointments (Additional)**

Spurlock, Sharon - Assistant Pool Manager

Spurlock, Sharon - Instructional Aide

**6. ACTION ITEMS**

**6.A. Approve Proposed FY2022-23 Budget**

Overview of the Joseph City Schools budget will be presented. If approved, the proposed budget will be advertised online for public review and a budget hearing will occur on July 12, 2022 at 6:00 p.m. in the District Office Board Room, to allow the public to comment on the budget.



**DISTRICT CONTACT INFORMATION**

	Prefix	First Name	Last Name	Email Address	Telephone Number	Extension
Superintendent		Bryan	Fields	bryanf@jcusd.org	928-288-3307	
Executive Assistant to Superintendent		Julie	Strong	julies@jcusd.org	928-288-3307	
Chief Financial Officer		Steven	Mills	stevenm@jcusd.org	928-288-3307	
Business Manager 1		Steven	Mills	stevenm@jcusd.org	928-288-3307	
Business Manager 2						
Business Consultant		Sarah	Jacobs	sarah.jacobs@hm.cpa	602-277-9449	324
School District Employee Report (SDER) Coordinator		Stephanie	Farr	stephanief@jcusd.org	928-288-3307	
SPED Data Reporting Coordinator		Julie	Strong	julies@jcusd.org	928-288-3307	
AzEDS/ADM Data Coordinator		Julie	Mills	juliem@jcusd.org	928-288-3307	
Transportation Data Reporting Coordinator		Deo	Diaz	deod@jcsud.org	928-288-3307	
CTE Coordinator		Dan	Bushman	francm@jcusd.org	928-288-3307	
Poverty Coordinator		Bryan	Fields	bryanf@jcusd.org	928-288-3307	
Assessments Coordinator		Bryan	Fields	bryanf@jcusd.org	928-288-3307	
Curriculum Coordinator		Bryan	Fields	bryanf@jcusd.org	928-288-3307	
Information Technology (IT) Director		Jason	Gardner	jasong@jcusd.org	928-288-3307	
Bookstore Manager						
Governing Board Member		Eldon	Larsen	eldon.larsen@aps.com	928-288-3307	
Governing Board Member		Andrew	Bushman	andrew@bushmanconstruction	928-288-3307	
Governing Board Member		Karsten	Flake	jchswoodsman@yahoo.com	928-288-3307	
Governing Board Member		Rhonda	Roberson	rhondar@jcusd.org	928-288-3307	
Governing Board Member		Dayton	Flake	dayton_flake@yahoo.com	928-288-3307	
Governing Board Member						
Governing Board Member						
Governing Board Member						
Governing Board Member						

SELECT from Dropdown

Student Information Systems (SIS) Vendor

Accounting Information System



Bookstore Cash Receipting System

District's website home page address

**FUND 001 (M&O)**

**MAINTENANCE AND OPERATION (M&O) FUND**

Expenditures		FTE		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		% Increase/ Decrease
		Prior FY	Budget FY						Prior FY 2022	Budget FY 2023	
100 Regular Education											
1000 Instruction	1.	22.00	22.00	1,734,392	354,216	26,284	19,495	4,775	2,097,744	2,139,162	2.0%
2000 Support Services											
2100 Students	2.	1.50	1.50	146,804	46,982	3,606	5,091	562	198,700	203,045	2.2%
2200 Instructional Staff	3.	2.50	2.50	141,302	42,044	4,666	3,314	1,493	189,500	192,819	1.8%
2300 General Administration	4.	1.80	1.80	84,727	41,332	33,279	54	5,125	167,100	164,517	-1.5%
2400 School Administration	5.	1.75	1.75	152,649	41,148	27,834	9,637	607	227,200	231,875	2.1%
2500 Central Services	6.	3.50	3.50	213,677	53,300	31,516	7,049	27,961	329,800	333,503	1.1%
2600 Operation & Maintenance of Plant	7.	8.00	8.00	337,985	94,713	372,743	357,295	5,921	1,172,046	1,168,657	-0.3%
2900 Other	8.	0.00	0.00	0	0	0	0	0	0	0	0.0%
3000 Operation of Noninstructional Services	9.	0.25	0.25	8,413	1,129	0	1,229	0	11,000	10,771	-2.1%
610 School-Sponsored Cocurricular Activities	10.	0.00	0.00	24,524	4,369	1,744	88	3,340	33,800	34,065	0.8%
620 School-Sponsored Athletics	11.	0.00	0.00	103,097	19,207	44,551	13,717	18,741	205,500	199,313	-3.0%
630 Other Instructional Programs	12.	0.00	0.00	0	0	0	0	0	0	0	0.0%
700, 800, 900 Other Programs	13.	0.00	0.00	15,475	811	0	0	0	14,600	16,286	11.5%
Regular Education Subsection Subtotal (lines 1-13)	14.	41.30	41.30	2,963,045	699,251	546,223	416,969	68,525	4,646,990	4,694,013	1.0%
200 and 300 Special Education											
1000 Instruction	15.	7.70	7.70	313,667	89,451		3,111		372,594	406,229	9.0%
2000 Support Services											
2100 Students	16.	0.36	0.36	80,665	32,468	133,084	1,797	2,585	225,400	250,599	11.2%
2200 Instructional Staff	17.	0.10	0.10	16,133	2,902	2,289	60	385	86,800	21,769	-74.9%
2300 General Administration	18.	0.00	0.00						0	0	0.0%
2400 School Administration	19.	0.00	0.00						0	0	0.0%
2500 Central Services	20.	0.00	0.00			6,116	81		0	6,197	--
2600 Operation & Maintenance of Plant	21.	0.00	0.00						0	0	0.0%
2900 Other	22.	0.00	0.00						0	0	0.0%
3000 Operation of Noninstructional Services	23.	0.00	0.00						0	0	0.0%
Subtotal (lines 15-23)	24.	8.16	8.16	410,465	124,821	141,489	5,049	2,970	684,794	684,794	0.0%
400 Pupil Transportation	25.	3.52	3.52	143,078	42,077	81,787	79,972	0	345,000	346,914	0.6%
510 Desegregation (from Districtwide Desegregation Budget, page 2, line 44)	26.	0.00	0.00	0	0	0	0	0	0	0	0.0%
530 Dropout Prevention Programs	27.	0.00	0.00						0	0	0.0%
540 Joint Career and Technical Education and Vocational Education Center	28.	0.00	0.00						0	0	0.0%
550 K-3 Reading Program	29.	0.33	0.33	19,044					26,900	26,900	0.0%
Total Expenditures (lines 14, and 24-29) (Cannot exceed page 7, line 11)	30.	53.31	53.31	3,535,632	866,149	769,499	501,990	71,495	5,703,684	5,752,621	0.9%

The district has budgeted an amount in the M&O Fund equal to the General Budget Limit as calculated on page 7 of 8.

5349922

**SPECIAL EDUCATION PROGRAMS BY TYPE (M&O Fund Programs 200 and 300)**

(A.R.S. §§ 15-761 and 15-903)

	Prior FY	Budget FY	
1. Total All Disability Classifications	599,794	599,794	1.
2. Gifted Education	0	0	2.
3. Remedial Education	0	0	3.
4. ELL Incremental Costs	0	0	4.
5. ELL Compensatory Instruction	0	0	5.
6. Vocational and Technical Education (non-CTED)	0	0	6.
7. Career Education (non-CTED)	0	0	7.
8. Career Technical Education (CTED)	85,000	85,000	8.
9. Total (lines 1 through 8. Must equal total of line 24, page 1)	684,794	684,794	9.

10. IEP required pupil transportation costs coded within Program 400

0	0	10.
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**Proposed Ratios for Special Education**

(A.R.S. §§15-903.E.1 and 15-764.A.5)

Teacher-Pupil 1 to 22  
Staff-Pupil 1 to 17

**Estimated FTE Certified Employees**

(A.R.S. §15-903.E.2)

	Prior FY	Budget FY
Number of FTE - Certified Employees	33.50	33.50
Number of FTE - Certified Purchased Services Personnel		1.50

**Expenditures Budgeted for Audit Services**

M&O Fund - Nonfederal	6350	27500
All Funds - Federal	6330	

**FY 2023 Performance Pay (A.R.S. §15-920)**

Amount Budgeted in M&O Fund for a Performance Pay Component \_\_\_\_\_

Do not report budgeted amounts for the Performance Pay Component of the Classroom Site Fund on this line.

**Expenditures Budgeted in the M&O Fund for Food Service**

Amount budgeted in M&O for Food Service (Fund 001, Function 3100) \$ 8,500  
(This amount will be used to determine district compliance with state matching requirements pursuant to Code of Federal Regulations (CFR) Title 7, §210.17(a))

**FUND 010 (CSF)**

**CLASSROOM SITE FUND (CSF) AND CSF BUDGET LIMIT (A.R.S. §§ 15-977 and 15-978)**

Expenditures	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700	Debt Service and Miscellaneous 6800	Totals		% Increase/ Decrease
							Prior FY 2022	Budget FY 2023	
1000 Instruction	1.	809,620	151,378				729,820	960,998	31.7%
2100 Support Services - Students	2.	8,264	1,658				0	9,922	--
2200 Support Services - Instructional Staff	3.						0	0	0.0%
2300 Support Services - General Administration	4.						0	0	0.0%
2500 Central Services	5.						0	0	0.0%
3300 Community Services Operations	6.						0	0	0.0%
4000 Facilities Acquisition and Construction	7.						0	0	
5000 Debt Service	8.						0	0	
Total Expenditures (lines 1-8)	9.	817,884	153,036	0	0	0	729,820	970,920	33.0%

The district has budgeted an amount in Fund 010 equal to the Classroom Site Fund Budget Limit as calculated below.

**Classroom Site Fund Budget Limit Calculation**

FY 2022 Classroom Site Fund Budget Limit (from FY 2022 latest revised Budget, page 3, line 16)	10.	729,820
FY 2022 Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	11.	187,966.00
Unexpended Budget Balance (line 10 minus 11)	12.	541,854
Interest Earned in the Classroom Site Fund in FY 2022	13.	0
FY 2023 Classroom Site Fund Allocation (provided by ADE, based on \$708)	14.	429,065.77
Adjustments to FY 2023 Classroom Site Fund Budget Limit (1)	15.	
FY 2023 Classroom Site Fund Budget Limit (Sum of lines 10 through 15) (2)	16.	970,920

- (1) This line may be used to recapture lost CSF budget capacity that resulted from underbudgeting in prior fiscal years.
- (2) The amounts budgeted on line 7 cannot exceed the respective amounts on this line.

**FUND 610 (UCO)**

**UNRESTRICTED CAPITAL OUTLAY (UCO) FUND**

Expenditures	Rentals 6440	Library Books, Textbooks, & Instructional Aids (2) 6641-6643	Property (2) 6700	Redemption of Principal (3) 6831, 6832, 6833	Interest (4) 6841, 6842, 6843, 6850	All Other Object Codes (excluding 6900)	Totals		% Increase/ Decrease
							Prior FY 2022	Budget FY 2023	
<b>Unrestricted Capital Outlay Override (1)</b>							0	0	0.0%
<b>Unrestricted Capital Outlay Fund 610 (6)</b>									
1000 Instruction		82,361	4,510				166,719	86,871	-47.9%
2000 Support Services									
2100, 2200 Students and Instructional Staff		5,000	16,045				21,000	21,045	0.2%
2300, 2400, 2500, 2900 Administration			57,852				15,000	57,852	285.7%
2600 Operation & Maintenance of Plant			20,584				20,000	20,584	2.9%
2700 Student Transportation			33,180				30,000	33,180	10.6%
3000 Operation of Noninstructional Services (5)							0	0	0.0%
4000 Facilities Acquisition and Construction							0	0	0.0%
5000 Debt Service				128,378	32,133		148,120	160,511	8.4%
<b>Total Unrestricted Capital Outlay Fund (lines 2-9)</b>	0	87,361	132,171	128,378	32,133	0	400,839	380,043	-5.2%

The district has budgeted an amount in the UCO Fund equal to the Unrestricted Capital Budget Limit as calculated on Page 8 of 8.

(1) Amounts in the Unrestricted Capital Outlay Override line 1 above must be included in the appropriate individual line items for Fund 610 and in the Budget Year Total Column.

(5) Expenditures Budgeted in Unrestricted Capital Outlay (UCO) Fund for Food Service

Enter the amount budgeted in UCO for Food Service [Amount will be used to determine district compliance with state matching requirements pursuant to CFR Title 7, §210.17(a)]

(2) Detail by object code:

	Unrestricted Capital Outlay
6641 Library Books	\$ 5,000
6642 Textbooks	16,150
6643 Instructional Aids	66,211
673X Furniture and Equipment	33,180
673X Vehicles	40,000
673X Tech Hardware & Software	58,991

(6) Expenditures, if any, budgeted in the Unrestricted Capital Outlay Fund on lines 2-9 for the K-3 Reading Program as described in A.R.S. §15-211

\$ -

(3) Includes principal on Capital Equity Fund loans of \_\_\_\_\_, principal on capital leases of \$ 128,378, and principal on bonds of \_\_\_\_\_.

(4) Includes interest on Capital Equity Fund loans of \_\_\_\_\_, interest on capital leases of \$ 32,133, and interest on bonds of \_\_\_\_\_.

OTHER FUNDS—REQUIRED CAPITAL EXPENDITURE DETAIL [(A.R.S. §15-904.(B))]

Expenditures		UNRESTRICTED CAPITAL OUTLAY		BOND BUILDING		NEW SCHOOL FACILITIES		ADJACENT WAYS		
		Fund 610		Fund 630		Fund 695		Fund 620 (2)		
		Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	
<b>Total Fund Expenditures</b>	1.	400,839	380,043	0		0		75,000	75,000	1.
<b>Select Object Codes Detail (1)</b>										
6150 Classified Salaries	2.	0		0		0		20,000	20,000	2.
6200 Employee Benefits	3.	0		0		0		10,000	10,000	3.
6450 Construction Services	4.	0		0		0		0		4.
6710 Land and Improvements	5.	0		0		0		45,000	45,000	5.
6720 Buildings and Improvements	6.	0		0		0		0		6.
673X Furniture and Equipment	7.	38,000	33,180	0		0		0		7.
673X Vehicles	8.	35,719	40,000	0		0		0		8.
673X Technology Hardware & Software	9.	16,000	58,991	0		0		0		9.
6831, 6832, 6833 Redemption of Principal	10.	111,842	128,378	0		0		0		10.
6841, 6842, 6843, 6850, 6860 Interest and Debt-Issuance Costs	11.	36,278	32,133	0		0		0		11.
Total (lines 2-11)	12.	237,839	292,682	0	0	0	0	75,000	75,000	12.
Total amounts reported on lines 2-11 above for:										
Renovation	13.	0	0	0				0		13.
New Construction	14.	0	0	0		0		0		14.
Other	15.	237,839	292,682	0		0		75,000	75,000	15.
Total (lines 13-15, must equal line 12)	16.	237,839	292,682	0	0	0	0	75,000	75,000	16.

(1) Lines 2-11 may not include all budgeted expenditures of the fund. Total budgeted expenditures for each fund should be included on Line 1.

(2) Amount budgeted on line 1 for the Adjacent Ways Fund that will result in a tax levy in FY 2023 \$ -

**SPECIAL PROJECTS**

**FEDERAL PROJECTS FTE & EXPENDITURES**

	FTE		TOTAL ALL FUNCTIONS	
	Prior FY	Budget FY	Prior FY	Budget FY
1. 100-130 ESEA Title I - Helping Disadvantaged Children	2.50	2.50	260,000	260,000
2. 140-150 ESEA Title II - Prof. Dev. and Technology	0.20	0.20	40,000	40,000
3. 160 ESEA Title IV - 21st Century Schools	0.00	0.00	10,000	10,000
4. 170-180 ESEA Title V - Promote Informed Parent Choice	0.00	0.00	0	0
5. 190 ESEA Title III - Limited Eng. & Immigrant Students	0.00	0.00	0	0
6. 200 ESEA Title VII - Indian Education	0.00	0.00	15,000	15,000
7. 210 ESEA Title VI - Flexibility and Accountability	0.00	0.00	0	0
8. 220 IDEA Part B	1.80	1.80	175,000	175,000
9. 230 Johnson-O'Malley	0.00	0.00	4,500	4,500
10. 240 Workforce Investment Act	0.00	0.00	0	0
11. 250 AEA - Adult Education	0.00	0.00	0	0
12. 260-270 Vocational Education - Basic Grants	0.00	0.00	16,000	16,000
13. 280 ESEA Title X - Homeless Education	0.00	0.00	0	0
14. 290 Medicaid Reimbursement	0.00	0.00	25,000	25,000
15. 374 E-Rate	0.00	0.00	2,000	5,000
16. 378 Impact Aid	0.00	0.00	0	0
17. 300-399 Other Federal Projects (Besides E-Rate & Impact Aid)	0.00	0.00	1,300,000	1,300,000
18. Total Federal Project Funds (lines 1-17)	4.50	4.50	1,847,500	1,850,500

**STATE PROJECTS FTE & EXPENDITURES**

	FTE		TOTAL ALL FUNCTIONS	
	Prior FY	Budget FY	Prior FY	Budget FY
19. 400 Vocational Education	0.25	0.25	10,000	10,000
20. 410 Early Childhood Block Grant	0.00	0.00	0	0
21. 420 Ext. School Yr. - Pupils with Disabilities	0.00	0.00	0	0
22. 425 Adult Basic Education	0.00	0.00	0	0
23. 430 Chemical Abuse Prevention Programs	0.00	0.00	0	0
24. 435 Academic Contests	0.00	0.00	0	0
25. 450 Gifted Education	0.00	0.00	0	0
26. 456 College Credit Exam Incentives	0.00	0.00	0	0
27. 457 Results-based Funding	0.00	0.00	0	0
28. 460 Environmental Special Plate	0.00	0.00	0	0
29. 465-499 Other State Projects	1.00	1.00	150,000	150,000
30. Total State Project Funds (lines 19-29)	1.25	1.25	160,000	160,000
31. Total Special Projects (lines 18 and 30)	5.75	5.75	2,007,500	2,010,500

**INSTRUCTIONAL IMPROVEMENT FUND EXPENDITURES (020)**

	Prior FY	Budget FY
1. Teacher Compensation Increases	25,000	25,000
2. Class Size Reduction	0	0
3. Dropout Prevention Programs (M&O purposes)	0	0
4. Instructional Improvement Programs (M&O purposes)	0	0
5. Total Instructional Improvement Fund (lines 1-4)	25,000	25,000

**OTHER FUNDS EXPENDITURES**

1. 050 County, City, and Town Grants	1.
2. 071 English Language Learner (1)	2.
3. 072 Compensatory Instruction (1)	3.
4. 500 School Plant (2)	4.
5. 510 Food Service	5.
6. 515 Civic Center	6.
7. 520 Community School	7.
8. 525 Auxiliary Operations	8.
9. 526 Extracurricular Activities Fees Tax Credit	9.
10. 530 Gifts and Donations	10.
11. 535 Career & Technical Education Projects	11.
12. 540 Fingerprint	12.
13. 545 School Opening	13.
14. 550 Insurance Proceeds	14.
15. 555 Textbooks	15.
16. 565 Litigation Recovery	16.
17. 570 Indirect Costs	17.
18. 575 Unemployment Insurance	18.
19. 580 Teacherage	19.
20. 585 Insurance Refund	20.
21. 590 Grants and Gifts to Teachers	21.
22. 595 Advertisement	22.
23. 596 Career Technical Education	23.
24. 597 Arizona Industry Credentials Incentive	24.
25. 639 Impact Aid Revenue Bond Building	25.
26. 650 Gifts and Donations-Capital	26.
27. 660 Condemnation	27.
28. 665 Energy and Water Savings	28.
29. 686 Emergency Deficiencies Correction	29.
30. 691 Building Renewal Grant	30.
31. 700 Debt Service	31.
32. 720 Impact Aid Revenue Bond Debt Service	32.
33. 850 Student Activities	33.
34. Other	34.

**INTERNAL SERVICE FUNDS 950-989**

1. 9__ Self-Insurance	1.
2. 955 Intergovernmental Agreements	2.
3. 9__ OPEB	3.
4. 9__ _____	4.

	Prior FY	Budget FY	
	0	0	1.
	0	0	2.
	0	0	3.
	5,000	25,000	4.
	300,000	350,000	5.
	10,000	12,000	6.
	12,000	15,000	7.
	115,000	125,000	8.
	20,000	50,000	9.
	500,000	540,000	10.
	5,000	15,000	11.
	0	0	12.
	0	0	13.
	60,000	60,000	14.
	500	1,000	15.
	35,000	35,000	16.
	40,000	40,000	17.
	0	0	18.
	0	0	19.
	10,000	10,000	20.
	0	0	21.
	0	0	22.
	45,000	45,000	23.
	0	0	24.
	0	0	25.
	0	0	26.
	0	0	27.
	49,000	48,000	28.
	140,000	30,000	29.
	1,600,000	800,000	30.
	0	1,000	31.
	0	0	32.
	60,000	60,000	33.
	0	0	34.

(1) From Supplement, line 10 and line 20, respectively.  
 (2) Indicate amount budgeted in Fund 500 for M&O purposes

**CALCULATION OF FY 2023 GENERAL BUDGET LIMIT  
(A.R.S. §15-947.C)**

		<u>A.</u> <u>Maintenance</u> <u>and Operation</u>	<u>B.</u> <u>Unrestricted</u> <u>Capital Outlay</u>
*1. FY 2023 Revenue Control Limit (RCL) (from BSA55 tab, page 3)	\$ <u>4,652,106</u>	\$ <u>4,577,106</u>	\$ <u>75,000</u>
*2. (a) FY 2023 District Additional Assistance (DAA) (from BSA55 tab, page 4)	\$ <u>249,957</u>		
(b) DAA Adjustment (from BSA55 tab, page 4)	\$ <u>0</u>		
(c) Total DAA (line 2.a plus 2.b)	\$ <u>249,957</u>		<u>249,957</u>
*3. FY 2023 Override Authorization (A.R.S. §§15-941 and 15-942) of 15-949 Small School Adjustment Phase down applies, see Calculations page, Calculation of Maximum Override for a District No Longer Eligible for a Small School Adjustment, line 6 and Calculation of Small School Adjustment Phase Down Limit, line 6)			
(a) Maintenance and Operation		<u>697,816</u>	
(b) Unrestricted Capital Outlay			
(c) Special Program			
*4. Small School Adjustment for Districts with a Student Count of 125 or less in K-8 or 100 or less in 9-12 (A.R.S. §15-949) (Up to \$50,000 if no election is chosen for phase down, see Calculations page, Calculation of Small School Adjustment Phase Down Limit, line 6)			
*5. Tuition Revenue (A.R.S. §§15-823 and 15-824) Local (Do <b>not</b> include full-day kindergarten or summer school tuition)			
(a) Individuals and Other Private Sources			
(b) Other Arizona Districts			
(c) Out-of-State Districts and Other Governments			
State			
(d) Certificates of Educational Convenience (A.R.S. §§15-825, 15-825.01, and 15-825.02)			
*6. State Assistance (A.R.S. §15-976) and Special Ed. Voucher Payments Received (A.R.S. §15-1204)			
*7. Increase Authorized by County School Superintendent for Accommodation Schools [not to exceed amount on Calculations page, Calculation of M&O Fund Budget Balance Carryforward, line 15(e)] (A.R.S. §15-974.B)			
8. Budget Increase for:			
(a) Desegregation Expenditures (A.R.S. §15-910.G-K)			
* (b) Tuition Out Debt Service (from Calculations page, Calculation of Tuition Out for High School Students, line 5) (A.R.S. §15-910.M)		<u>0</u>	
* (c) Budget Balance Carryforward (from Calculations page, Calculation of M&O Fund Budget Balance Carryforward, line 13) (A.R.S. §15-943.01)		<u>477,699</u>	
(d) Dropout Prevention Programs (Laws 1992, Ch. 305, §32 and Laws 2000, Ch. 398, §2)			
(e) Registered Warrant or Tax Anticipation Note Interest Expense Incurred in FY 2021 (A.R.S. §15-910.N)			
* (f) Joint Career and Technical Education and Vocational Education Center (A.R.S. §15-910.01)			
* (g) FY 2022 Performance Pay Unexpended Budget Carryforward (from Calculation page, Calculation of M&O Fund Budget Balance Carryforward, line 10.f) (A.R.S. §15-920)		<u>0</u>	
(h) Excessive Property Tax Assessed Valuation Judgments (A.R.S. §§42-16213 and 42-16214)			
* (i) Transportation Revenues for Attendance of Nonresident Pupils (A.R.S. §§15-923 and 15-947)			
*9. Adjustment to the General Budget Limit (A.R.S. §§15-272, 15-905.M, 15-910.02, and 15-915) Include year(s) and descriptions, as applicable.			
(a) Prior Year Over Expenditures/Resolutions:			
(b) <u>Decrease for Transfer from M&amp;O to Energy and Water Savings Fund</u>			
(c) <u>Increase for Energy and Water Savings Fund Transfer to M&amp;O</u>			
(d) <u>Noncompliance Adjustment</u>			
(e) <u>ADM/Transportation Audit Adjustment</u>			
(f) <u>Other:</u>			
*10. Estimated Allocation of Additional Funding (2016 Prop 123 & Laws 2015, 1st S.S., Ch. 1, §6)			<u>35,021</u>
11. FY 2023 General Budget Limit (column A, lines 1 through 10) (A.R.S. §15-905.F) (page 1, line 30 cannot exceed this amount)		\$ <u><u>5,752,621</u></u>	
12. Total Amount to be Used for Capital Expenditures (column B, lines 1 through 10) (A.R.S. §15-905.F) (to page 8, line 11)			\$ <u><u>359,978</u></u>

\* Subject to adjustment prior to May 15 as allowed by A.R.S. Revisions are described in the instructions for these lines, as needed.

**CALCULATION OF FY 2023 UNRESTRICTED CAPITAL BUDGET LIMIT  
 (A.R.S. §15-947.D)**

**UNRESTRICTED CAPITAL BUDGET LIMIT**

1. FY 2022 Unrestricted Capital Budget Limit (UCBL) (from FY 2022 latest revised Budget, page 8, line 12)	\$	<u>400,839</u>
2. Total UCBL Adjustment for prior years as notified by ADE on BUDG75 report (For budget adoption, use zero.)	\$	<u>                    </u>
3. Adjusted Amount Available for FY 2022 Capital Expenditures (line 1 + 2)	\$	<u>400,839</u>
4. Amount Budgeted in Fund 610 in FY 2022 (from FY 2022 latest revised Budget, page 4, line 10)	\$	<u>400,839</u>
5. Lesser of line 3 or the sum of line 4 and any positive adjustment on line 2	\$	<u>400,839</u>
6. FY 2022 Fund 610 Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	\$	<u>380,774</u>
7. Unexpended Budget Balance in Fund 610 (line 5 minus 6) If negative, use zero in calculation, but show negative amount here in parentheses.	\$	<u>20,065</u>
8. Interest Earned in Fund 610 in FY 2022	\$	<u>0</u>
9. Monies deposited in Fund 610 from Division of School Facilities for donated land (A.R.S. §41-5741.F)	\$	<u>                    </u>
10. Adjustment to UCBL for FY 2023 (A.R.S. §15-905.M) Include year(s) and descriptions, as applicable. (a) Prior Year Over Expenditures/Resolutions:	\$	<u>                    </u>
(b) ADM/Transportation Audit Adjustment	\$	<u>                    </u>
(c) Other:	\$	<u>                    </u>
11. Amount to be Used for Capital Expenditures (from page 7, line 12)	\$	<u>359,978</u>
12. FY 2023 Unrestricted Capital Budget Limit (lines 7 through 11) (1)	\$	<u><u>380,043</u></u>

(1) The amount budgeted on page 4, line 10 cannot exceed this amount.

**SUPPLEMENT TO SCHOOL DISTRICT ANNUAL EXPENDITURE BUDGET FOR DISTRICTS THAT BUDGET FOR ENGLISH LANGUAGE LEARNERS (A.R.S. §§15-756.04 and 15-756.11)**

English Language Learners Supplement	FTE		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700	Other 6800	Totals		% Increase/ Decrease
	Prior FY	Budget FY							Prior FY 2022	Budget FY 2023	
<b>Expenditures</b>											
<b>English Language Learner Fund 071 (A.R.S. §15-756.04)</b>											
1000 Instruction	1.	0.00							0	0	0.0%
2000 Support Services											
2100 Students	2.	0.00							0	0	0.0%
2200 Instructional Staff	3.	0.00							0	0	0.0%
2300 General Administration	4.	0.00							0	0	0.0%
2400 School Administration	5.	0.00							0	0	0.0%
2500 Central Services	6.	0.00							0	0	0.0%
2600 Operation & Maintenance of Plant	7.	0.00							0	0	0.0%
2700 Student Transportation	8.	0.00							0	0	0.0%
2900 Other	9.	0.00							0	0	0.0%
<b>Total (lines 1-9) (to Budget, page 6, Other Funds, line 2)</b>	10.	0.00	0.00	0	0	0	0	0	0	0	0.0%
<b>Compensatory Instruction Fund 072 (A.R.S. §15-756.11)</b>											
1000 Instruction	11.	0.00							0	0	0.0%
2000 Support Services											
2100 Students	12.	0.00							0	0	0.0%
2200 Instructional Staff	13.	0.00							0	0	0.0%
2300 General Administration	14.	0.00							0	0	0.0%
2400 School Administration	15.	0.00							0	0	0.0%
2500 Central Services	16.	0.00							0	0	0.0%
2600 Operation & Maintenance of Plant	17.	0.00							0	0	0.0%
2700 Student Transportation	18.	0.00							0	0	0.0%
2900 Other	19.	0.00							0	0	0.0%
<b>Total (lines 11-19) (to Budget, page 6, Other Funds, line 3)</b>	20.	0.00	0.00	0	0	0	0	0	0	0	0.0%

I certify that the Budget of Joseph City Unified School District, Navajo County for fiscal year 2023 was officially proposed by the Governing Board on June 14, 2022, and that the complete Proposed Expenditure Budget may be reviewed by contacting Steven Mills at the District Office, telephone 928-288-3307 during normal business hours.

\_\_\_\_\_  
President of the Governing Board

<b>1. Average Daily Membership:</b>		<b>Prior Year</b>	<b>Budget Year</b>	<b>4. Average Teacher Salaries (A.R.S. §15-903.E)</b>	
	<b>2021 ADM</b>	<b>2022 ADM</b>	<b>2023 ADM</b>	1. Average salary of all teachers employed in FY 2023 (budget year)	57,323
<b>Attending</b>	422.0240	422.5000	422.5000	2. Average salary of all teachers employed in FY 2022 (prior year)	56,199
				3. Increase in average teacher salary from the prior year	1,124
				4. Percentage increase	2%
<b>2. Tax Rates:</b>		<b>Prior FY</b>	<b>Est. Budget FY</b>	Comments on average salary calculation (Optional): FY23 Average Teacher Pay is an estimate and will be finalized once the Board determines final pay.	
<b>Primary Rate</b> (equalization formula funding and budget add-ons not required to be in secondary rate)		3.3590	4.0308		
<b>Secondary Rate</b> (voter-approved overrides, bonds, and Career Technical Education Districts, and desegregation, if applicable)		0.5224	0.6268		
<b>3. Budgeted Expenditures and Budget Limits:</b>		<b>Budgeted Expenditures</b>	<b>Budget Limit</b>		
<b>Maintenance &amp; Operation Fund</b>		5,752,621	5,752,621		
<b>Classroom Site Fund</b>		970,920	970,920		
<b>Unrestricted Capital Outlay Fund</b>		380,043	380,043		

	MAINTENANCE AND OPERATION EXPENDITURES						% Inc./(Decr.) from Prior FY
	Salaries and Benefits		Other		TOTAL		
	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	
<b>100 Regular Education</b>							
1000 Instruction	2,046,744	2,088,608	51,000	50,554	2,097,744	2,139,162	2.0%
2000 Support Services							
2100 Students	188,000	193,786	10,700	9,259	198,700	203,045	2.2%
2200 Instructional Staff	178,000	183,346	11,500	9,473	189,500	192,819	1.8%
2300, 2400, 2500 Administration	569,000	586,833	155,100	143,062	724,100	729,895	0.8%
2600 Oper./Maint. of Plant	418,000	432,698	754,046	735,959	1,172,046	1,168,657	-0.3%
2900 Other	0	0	0	0	0	0	0.0%
3000 Oper. of Noninstructional Services	11,000	9,542	0	1,229	11,000	10,771	-2.1%
610 School-Sponsored Cocurric. Activities	27,600	28,893	6,200	5,172	33,800	34,065	0.8%
620 School-Sponsored Athletics	137,000	122,304	68,500	77,009	205,500	199,313	-3.0%
630, 700, 800, 900 Other Programs	14,600	16,286	0	0	14,600	16,286	11.5%
Regular Education Subsection Subtotal	3,589,944	3,662,296	1,057,046	1,031,717	4,646,990	4,694,013	1.0%
<b>200 and 300 Special Education</b>							
1000 Instruction	369,644	403,118	2,950	3,111	372,594	406,229	9.0%
2000 Support Services							
2100 Students	80,400	113,133	145,000	137,466	225,400	250,599	11.2%
2200 Instructional Staff	80,400	19,035	6,400	2,734	86,800	21,769	-74.9%
2300, 2400, 2500 Administration	0	0	0	6,197	0	6,197	--
2600 Oper./Maint. of Plant	0	0	0	0	0	0	0.0%
2900 Other	0	0	0	0	0	0	0.0%
3000 Oper. of Noninstructional Services	0	0	0	0	0	0	0.0%
Special Education Subsection Subtotal	530,444	535,286	154,350	149,508	684,794	684,794	0.0%
400 Pupil Transportation	189,000	185,155	156,000	161,759	345,000	346,914	0.6%
510 Desegregation	0	0	0	0	0	0	0.0%
530 Dropout Prevention Programs	0	0	0	0	0	0	0.0%
540 Joint Career and Technical Education and Vocational Education Center	0	0	0	0	0	0	0.0%
550 K-3 Reading Program	26,900	19,044	0	0	26,900	19,044	-29.2%
<b>TOTAL EXPENDITURES</b>	<b>4,336,288</b>	<b>4,401,781</b>	<b>1,367,396</b>	<b>1,342,984</b>	<b>5,703,684</b>	<b>5,744,765</b>	<b>0.7%</b>

**SUMMARY OF SCHOOL DISTRICT PROPOSED EXPENDITURE BUDGET (Concl'd)**

CTD NUMBER 090202000  
 VERSION Proposed

<b>TOTAL EXPENDITURES BY FUND</b>				
<b>Fund</b>	<b>Budgeted Expenditures</b>		<b>\$ Increase/(Decrease) from Prior FY</b>	<b>% Increase/(Decrease) from Prior FY</b>
	<b>Prior FY</b>	<b>Budget FY</b>		
Maintenance & Operation	5,703,684	5,752,621	48,937	0.9%
Instructional Improvement	25,000	25,000	0	0.0%
English Language Learner	0	0	0	0.0%
Compensatory Instruction	0	0	0	0.0%
Classroom Site	729,820	970,920	241,100	33.0%
Federal Projects	1,847,500	1,850,500	3,000	0.2%
State Projects	160,000	160,000	0	0.0%
Unrestricted Capital Outlay	400,839	380,043	(20,796)	-5.2%
New School Facilities	0	0	0	0.0%
Adjacent Ways	75,000	75,000	0	0.0%
Debt Service	0	1,000	1,000	--
School Plant Fund	5,000	25,000	20,000	400.0%
Auxiliary Operations	115,000	125,000	10,000	8.7%
Bond Building	0	0	0	0.0%
Food Service	300,000	350,000	50,000	16.7%
Other	2,586,500	1,761,000	(825,500)	-31.9%

<b>M&amp;O FUND SPECIAL EDUCATION PROGRAMS BY TYPE</b>		
<b>Program (A.R.S. §§15-761 and 15-903)</b>	<b>Prior FY</b>	<b>Budget FY</b>
Total All Disability Classifications	599,794	599,794
Gifted Education	0	0
Remedial Education	0	0
ELL Incremental Costs	0	0
ELL Compensatory Instruction	0	0
Vocational and Technical Education (non-CTED)	0	0
Career Education (non-CTED)	0	0
Career Technical Education (CTED)	85,000	85,000
<b>TOTAL</b>	<b>684,794</b>	<b>684,794</b>

<b>PROPOSED STAFFING SUMMARY</b>				
<b>Staff Type</b>	<b>Purchased Services Personnel FTE</b>	<b>Employee FTE</b>	<b>Total FTE</b>	<b>Staff-Pupil Ratio</b>
<b>Certified --</b>				
Superintendent, Principals, Other Administrators		3	3	1 to 140.8
Teachers		30	30	1 to 14.1
Other	2	1	3	1 to 140.8
Subtotal	2	34	36	1 to 11.7
<b>Classified --</b>				
Managers, Supervisors, Directors		4	4	1 to 105.6
Teachers Aides		8	8	1 to 52.8
Other		16	16	1 to 26.4
Subtotal	0	28	28	1 to 15.1
<b>TOTAL</b>	<b>2</b>	<b>62</b>	<b>64</b>	<b>1 to 6.6</b>
<b>Special Education --</b>				
Teacher		3	3	1 to 22.0

**6.B. Discussion and Possible Approval of the Joseph City Student Handbook and Discipline Plan**

This is the schools procedures and discipline policies.



**JOSEPH CITY JR/SR  
HIGH SCHOOL**

**STUDENT HANDBOOK 2022-23**

**BRYAN FIELDS  
SUPERINTENDENT**

**ERIC MILLER  
PRINCIPAL**

**DANIEL HUTCHENS  
DEAN OF STUDENTS/ACTIVITIES DIRECTOR**

**4629 2<sup>ND</sup> NORTH  
P. O. BOX 8  
JOSEPH CITY, AZ 86032**

**PHONE: 928-288-3361 FAX: 928-288-3825**

**[www.jcusd.org](http://www.jcusd.org)**

**FACEBOOK PAGE: Joseph City Schools  
ATHLETICS FACEBOOK PAGE: Joseph City Jr/Sr High School Athletics  
TWITTER: [wildcats@joecityschools](mailto:wildcats@joecityschools)**

**JOSEPH CITY SCHOOLS | 2022-2023 CALENDAR** Adopted 12/14/2021

<p><b>JULY 2022</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>4 Independence Day 27 New Teacher Day 28 New Teacher Day</p>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p><b>JANUARY 2023</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>1 New Year's Day 2 Students Return 16 Civil Rights Day 20 Enrichment Day</p>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
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Sem 1= 74 Days Sem 2= 74 Days Total School Days=148, 3 Staff Days, 2 New Teacher Days, 2 Flex Days, 12 Enrichment Days  
**GOLD** - Holidays/No School    **BLUE** - Enrichment Days    **GREEN** - Early Release Days    **BROWN** - Staff Prep Days

## REGULAR SCHOOL DAY SCHEDULE

PERIOD	START TIME	END TIME
Teacher Start Time		7:30 AM
1ST	8:00 AM	8:55 AM
2ND	9:00 AM	9:55 AM
3RD	10:00 AM	10:55 AM
4TH	11:00 AM	12:05 PM
LUNCH	12:05 PM	12:40 PM
5TH	12:40 PM	1:35 PM
6TH	1:40 PM	2:35 PM
7TH	2:40 PM	3:35 PM
Teacher End Time		3:45 PM

## HALF DAY SCHEDULE

PERIOD	START TIME	END TIME
1ST	8:00 AM	8:30 AM
2ND	8:35 AM	9:05 AM
3RD	9:10 AM	9:40 AM
4TH	9:45 AM	10:15 AM
5TH	10:20 AM	10:50 AM
6TH	10:55 AM	11:25 AM
7TH	11:30 AM	12:00 PM

## ENRICHMENT DAYS

Activity	Start	End	Description
<b>Tutorial</b>	10:00 am	12:00 pm	This block is dedicated to students who need help to attain proficiency in their academic courses. Students may be assigned by their teacher to attend. Students who are interested in strengthening their mastery or pursue other supplemental studies may also attend. Tutorials will be led by teachers and other qualified staff. Students who have a failing grade in a core class will be required to attend until the failing grades have been improved to passing.
<b>Enrichment Activities</b>	8:00 am	12:00 pm	Other supervised enrichment activities may be planned for this day depending on needs and interests. They could include community service, athletics, field trips, club activities, research projects, school garden, swim lessons, fitness activities, art, music, etc.

### THE STUDENT

Welcome to the 2021-22 school year. We are expecting another great year for Joseph City Schools. It is our plan to provide you with a variety of opportunities to grow and develop. It is my belief that our small school can serve you well and give you an advantage in your post high school college and career readiness. This handbook is provided to you as a guide and a resource on making the most out of your time. In the following pages you will find the school rules. Please familiarize yourself with them so that you can fully enjoy all of the opportunities that Joseph City Jr/Sr High School has to offer. Make this year meaningful and relevant for yourself. Work on your self-discipline and strive for excellence in everything that you do. The choices that you make now, in these formative years, will set the trajectory for your life.

Sincerely,

Eric Miller  
Principal

### MISSION STATEMENT

Challenge and empower all students to be independent thinkers, lifelong learners, and responsible citizens.

### VISION STATEMENT

Inspire a passion for learning by making education relevant and fun.

### DISCLAIMER

All rules, regulations and procedures stated in this handbook are superseded by current school policy.

### GRADES

The school year is divided into two semesters. Each semester is divided into two terms. The grade received for semester work is the only grade recorded on the permanent record card. The semester grade is a cumulative grade from the first of the semester until the end including the midterm or final exam. If you are earning a grade of a D or F in a class, deficiency letters will be sent to alert you and your parents to the fact that you are having trouble in a class at three week intervals.

<b>A -</b>	<b>EXCELLENT</b>	(Consistently exceptional work)
<b>B -</b>	<b>VERY GOOD</b>	(Above average work)
<b>C -</b>	<b>AVERAGE</b>	
<b>D -</b>	<b>BELOW AVERAGE</b>	(Only minimum work or work of poor quality.)
<b>F -</b>	<b>NOT PASSING</b>	(Work falls below required minimum) No credit.
<b>I -</b>	<b>INCOMPLETE</b>	In rare cases an incomplete will be given. An Incomplete must be changed to a grade within two weeks of the end of the semester or it automatically changes to an F. It is the students' responsibility to check with the teacher to make certain the incomplete is changed to a grade within the two-week period.

### MODIFIED G.P.A.

Grade point averages will be used to determine those on the honor roll and for most other purposes. The standard 4.0 G.P.A. system has been modified to award 5 points in College Algebra/Pre-Calculus/Advanced English/Physics and Human Anatomy; 4 points for a B; 3 points for a C; 2 points for a D and no points for an F. Thus students in advanced classes may have G.P.A. greater than 4.0. If you have any questions about your own G.P.A., please check in the office. Students who are teacher assistants will receive a grade of pass or fail. This grade will not be figured into their GPA.

<b>Level I:</b>	<b>Level II:</b>	<b>Level III:</b>
A = 5 points Physics	A = 4 points	All classes that
B = 4 points Human Anatomy	B = 3 points	are not Level I
C = 3 points Advanced Math	C = 2 points	or Level III
D = 2 points Advanced English	D = 1 point	Classes
F = 0 points	F = 0 points	
		A=3 points Remedial
		B=2 points & Special
		C=1point Education
		D=0 points Classes
		F =0 points

### G.P.A. REQUIRED FOR STUDENT BODY OFFICES

A student must carry a 2.7 G.P.A. to be a Student Council officer. To run for a class office a student must carry a 2.5 G.P.A.

### PARENT/TEACHER CONFERENCES

At the end of the first and third nine week grading periods report cards will be given to parents during parent/teacher conferences. All parents are urged to come in and visit with the students' teachers during parent/teacher conferences at the end of the 1st and 3rd quarters. These conferences will be held in the evening from 1:00 – 4:30 p.m. and from 5:00 p.m. to 7:00 p.m.

## REPORT CARDS

Report cards are given to the parents as they come to parent/teacher conferences on the 1<sup>st</sup> and 3<sup>rd</sup> nine week quarters. The report cards will be mailed the 2<sup>nd</sup> and 4<sup>th</sup> nine week quarters. In order to receive credit for any subject, all work must be completed and all tests must be taken.

## CLASSIFICATION OF HIGH SCHOOL STUDENTS

9<sup>th</sup> Grade= 0-5 credits 10<sup>th</sup> Grade = 6-11 credits 11<sup>th</sup> Grade = 12-17 credits 12<sup>th</sup> Grade =18+credits

## HONOR ROLL

At the end of each nine-week period, students who have a “B” grade average or better; with at least one “A” and a maximum of one “C” and no “D’s” or “F’s” or incompletes in any subject are placed on the honor roll. If a student has straight “A’s”, they will be on the superintendent’s list.

**Academic Letters:** Students in the High School who earn a G.P.A. of 3.5 or higher for both semesters during the school year will be awarded an academic letter.

**Valedictorian and Salutatorian:** The valedictorian will be the student with the highest grade point average as computed by using core curriculum classes only at the end of the third quarter of the students’ senior year. The salutatorian will be the student with the second highest grade point average. The grade point average will be carried to the third decimal place or the 1000<sup>th</sup> place, for example: 3.405. In computing the average, Level 1 courses will be given a greater weight than other courses. Classes taken from colleges or correspondence courses that are not needed to meet graduation requirements will not be counted in the final GPA. Foreign exchange students will not be considered in computing class rank, and therefore, will not be eligible for valedictorian or salutatorian honors. To be eligible for these two honors, a student must be enrolled continuously the last three semesters at Joseph City High School. Junior High valedictorian and salutatorian will be figured using grades from all classes taken at JCJHS. There are no weighted classes at the Junior High level. To be eligible for 8<sup>th</sup> grade valedictorian and salutatorian a student must be enrolled for 1 full year at JCJHS. Students’ grades from their previous school will be used to calculate the GPA, however, they must transfer over to match the same honors credit that we offer at Joseph City Jr/Sr High School.

**Other Awards:** The following awards are based upon criteria set by the faculty:

Outstanding students in the following classes – Music, Science, Math, F.A.C.S., Wood Shop, Autos, Business, English, Art, Social Studies, Spanish, Physical Education and Technology.

Information concerning scholarships is available from the Guidance office. **You should inquire about scholarships no later than the end of the first nine weeks of your senior year.** In order to qualify for a scholarship, you should do your school work well, take part in extracurricular activities, and be a good citizen of your school. What you do each year in high school counts – not just what you did the previous year.

## COLLEGE CLASSES FOR HIGH SCHOOL CREDIT

Interested students please contact the counselor’s office. Courses a student passes at a community college or university may be used as graduation requirements if the courses are at a higher level than the course taught in the high school. High school credit shall be accepted at the rate of ½ Carnegie unit for each three semester hours of credit the pupil earns in the appropriate college or university course. **ARS 15-701.01.**

## EXAMS

**Final examinations** will be given in all high school courses at the end of the first and second semesters and will be included in the semester grade.

## STANDARDIZED TESTS

Certain standardized tests are administered to students who are part of the general program. The counselor is available to interpret these tests to the students and parents. These test results will aid the students in understanding themselves and their abilities and can help the school to analyze and revise its curriculum.

1. PARCC State mandated test.
2. HS AIMS State mandated test for Biology Classes.
2. STANFORD 10 State mandated achievement test for 9<sup>th</sup> grade
3. ASVAB Armed services vocational aptitude test. Taken during junior year.
4. PSAT Practice test for SAT. Used for determination of merit scholarship. Taken 10<sup>th</sup> and 11<sup>th</sup> grade years.
5. AZMerit State mandated test for math and English.
6. ACT College entrance exam. Taken junior and senior years.
7. CTE End of Program Given to students completing a CTE program

### SCHOOL CANCELLATION/EARLY DISMISSAL

In the case of school closures due to weather or emergencies we will attempt to call primary contacts to notify you of the cancellation/early dismissal and send our texts and emails through our messaging program. Official radio announcements about school delays or cancellations are made on radio station 88.7 NPR and the Joseph City Schools Facebook page and web page.

#### STUDENT ATTENDANCE

The parent or guardian is charged by law with responsibility for the student's consistent school attendance. The Superintendent will enforce the laws regarding attendance with consideration for the variables that affect children and families. The Superintendent will place emphasis on the prevention and correction of the causes of absenteeism. High School students must be enrolled in at least five classes per day.

**Student Absences and Excuses:** According to Arizona's compulsory attendance law, students must be in school until they reach the age of 16 or successfully complete 10<sup>th</sup> grade. Regular school attendance is necessary for success in school.

**State law mandates that the school record reasons for all student absences.** In the event of a necessary absence known in advance, the parent is expected to inform the school prior to 8:00 a.m. the day of the absence. If the absence is caused by an emergency, such as illness, the parent should contact the high school office. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns. In the case of an accident or illness, students must report to the office for a permit to leave school, at which time a parent or guardian must give permission before the student will be released to leave campus.

#### Type of Absences:

- A. **Excused Absences** - Absences that the parent/guardian excused by phone or note, that are necessary and important, within three days of the students return to school. Authorized school activities are not absences. Reasons for excused absences include illness, bereavement, court, family emergencies, and observance of major religious holidays of the family's faith.
- B. **Unexcused Absences** Those absences that the parent does not authorize within three days of the student's return to school or absences that an administrator has confirmed as unauthorized. An absence is considered unexcused until a valid excuse is received. Students with unexcused absences will not be able to make up work.

**Excessive Absences:** In order to receive credit for the semester; attendance is required. A student may lose credit for any class when absences equal nine in a semester. Nine or more absences may result in closure from classes or audit for no credit.

#### Make-Up Work for Excused and Unexcused Absences

When a student is absent, he/she is responsible for contacting the teacher(s) immediately to receive a list of make-up assignments. When going on a school sponsored activity, the student should contact the teacher before missing school. If the absence is an excused absence, the deadline for making the work up will be one week from the student's return. When a student is absent due to suspension, all make-up work will be due within one day of the student's return to the class missed. When a student has an unexcused absence from school, policy states that the student **will not** be able to make up the work that is missed.

**Audit Policy:** A student may be placed on audit when absent seven or more times in a class. Cases involving prolonged illness or unusual circumstances will be reviewed by the school administration. A student placed on audit status needs the parent to make an appointment to appeal the loss of credit with the Principal's office within five school days from the date of notification. When a student reaches seven absences he/she may:

- A. Continue to be on no credit (audit) status.
- B. Regain credit with administrative consent.
- C. Be dropped from school for any portion of the school day.
- D. Be recommended to an alternative educational program.

To prevent students from unknowingly losing credit, students and parents will be reminded of the district's attendance policy and student's status when students accumulate 5 & 7 absences in any class in any semester.

### DITCHING AND/OR LEAVING CAMPUS WITHOUT PERMISSION

#### TRUANCY

Truancy means an unexcused absence for at least one period during the day. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled. It also includes any after-school special-help session or disciplinary session that the student has been directed to attend. **ANY STUDENT WHO LEAVES CAMPUS WITHOUT CHECKING OUT THROUGH THE OFFICE WILL BE CONSIDERED TRUANT.**

#### ATTENDANCE THE DAY OF AN ACTIVITY

When you are participating in any school sponsored extracurricular activity, you are expected to attend, **ALL OF YOUR CLASSES THE DAY OF THE ACTIVITY IN WHICH YOU ARE PARTICIPATING.** A student may not practice or participate in a game if any school time was missed that day for any reason other than a doctor's appointment verified with a note from the doctor. For events scheduled on Saturday, the student's Friday attendance will be the determining factor. If, for some

reason, you are unable to attend all of your classes, you must receive clearance in advance from the Principal, in order to be eligible to participate in the activity. You do not need clearance for classes you are required to miss because of a school sponsored activity.

#### **TRAVELING PROCEDURES FOR OFF-CAMPUS NAVIT CLASSES**

Students are expected to travel in the school provided transportation to the off-campus site for their NAVIT class. If the student is not going to be using the school transportation, arrangements must be made in advance. A waiver must be signed, dated and permission granted through the school administration for this to happen. This should be completed at least one day in advance of the request. Students will only be released to a parent or guardian. It is the student's responsibility to be on time to ride in the school transportation. If a student misses their ride, they should notify Ms. Clifford or the front office immediately. If they miss a total of 4 times in a semester they will be removed from the NAVIT program.

#### **TARDY / SWEEP POLICY**

Students who are in the halls during class time must have an official pass or they will be considered tardy. Class time starts when the tardy bell finishes ringing. Tardy students will report to the office. Any staff member who sees students in the halls during class time can question them about passes and if they don't have one, take the students to the office where they will be processed. Students who continue to be tardy will be dealt with accordingly. We believe that serious students will not have a tardiness problem.

**Definition of tardy:** A student who is not inside the classroom when the tardy bell stops ringing is tardy.

**Excused tardy:** Those students carrying a legitimate pass from a school staff member. Students will be allowed 2 parent excused tardies per semester excluding tardies between classes. All other tardies will be dealt with as per the sweep policy. Exceptions to this would require principal approval.

Purpose of tardy sweep:

- To reduce classroom interruptions.
- To reduce the number of students loitering on or near campus.
- To teach the lifelong skill of promptness.

Tardy/Sweep Procedure:

- A warning bell will ring 1 minute prior to the tardy bell.
- When the tardy bell stops ringing a student not in his/her assigned class is to proceed immediately to the sweep area.

Consequences of being swept:

The following is for occurrence within a 9 week period:

- 1<sup>st</sup> Sweep - 1 work assignment (sentences)
- 2<sup>nd</sup> Sweep - 2 work assignments
- 3<sup>rd</sup> Sweep - detention and 2 work assignments –Discipline Referral/Parent Notification

Additional tardiness will be subject to administrative disciplinary action and may include Friday School, or Off Campus Suspension. Course work missed while in sweep may be completed. It is the student's responsibility to contact the teacher for assignments and finish assignments on the teacher's timeline.

#### **ACTIVITY CARDS**

Activity cards are sold at the beginning of school and throughout the school year. Activity cards admit you to all home school athletic events with the exception of any AIA tournaments held on our campus. If you lose the card, you may be issued a duplicate card for \$5.00.

#### **INTERNET**

Students must agree to comply with the District's acceptable use policy to participate in the utilization of the Internet.

#### **LOCKERS**

Having a locker is a privilege. Anyone abusing a locker in any way will be removed and not allowed to use a locker. This school accepts no responsibility for articles in lockers. It is the student's responsibility. Keep lockers neat and orderly and do not permit anyone else to use your locker. Stickers and decals are not to be placed on or in lockers. The school has the right to inspect lockers at any time.

#### **HALL PASSES**

Any student who is out of class during class time is required to have a valid hall pass and show it to any school personnel who request to see it.

#### **AUTOMOBILES**

- Vehicles will be towed away at student expense for failure to follow policy and procedures related to motorized vehicles.
- The parking lot in front of the building is the only place where parking is permissible for students.
- All motor vehicles must be operated by a person with a valid Arizona Drivers license.
- Keep your car locked at all times.
- Do not sit in parked cars during school hours.

- Any student found violating any state, local or school regulations concerning driving on school property will receive disciplinary action.
- Students must fill out the Automobile use/parking form to park on campus.
- Speeding in the parking lot is prohibited and will result in losing the privilege to drive on campus.

#### **LOST OR STOLEN ITEMS**

Joseph City High School will not be responsible for any personal items lost or stolen on school grounds. Lockers and storage cabinets are provided for your books, PE clothes, and musical instruments, but the student is responsible for these items. It is important that you should keep your lockers locked. Lost or stolen items should be reported as soon as possible to the office. An effort will be made by the school to locate these items. Students are expected to bring any valuable items they find immediately to the office.

#### **STUDENT CONDUCT ON SCHOOL BUSES**

While on the bus, prior to boarding the bus, and subsequent to leaving the bus, students are required to conduct themselves in a manner consistent with established standards for classroom behavior. Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely. The loss of bus privileges may extend to extra and co-curricular activities.

#### **CARE OF SCHOOL PROPERTY BY STUDENTS**

Each student is expected to take pride in the physical appearance of the school. If any minor engages in conduct that results in damage to District property, the District may institute formal charges for the purpose of having the court order the minors, or their parents, to make full or partial restitution to the District in accordance with the law.

#### **BANNED ITEMS**

Fire extinguishers, knives, guns, firecrackers, water balloons, laser pointers, water guns, snowballs, skateboards, motorized scooters, chains, Taser guns, noisemakers, paintball guns, lighters or matches, or anything that might be used as a weapon are potentially dangerous or disruptive to the educational process and are not allowed in school. Personal cell phones and tablets may be permitted during instructional time if permitted by the teacher and if used for educational purposes. These items may be confiscated by the teacher if they are being used without permission. The District is not responsible for repairing personal devices. All the above listed items are all subject to confiscation and administrative action. Confiscated items may be returned after discipline has been served.

#### **STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS**

**The Law:** Arizona laws are considered part of the policies of Joseph City High School. Whatever is in violation of state law is in violation of school policy.

**Interrogations:** Interviews of pupils by law enforcement officers, who show proper identification, will be permitted during the school day only when interviews during non-school hours are impossible, impractical, or would interfere with law enforcement. The District has legal custody of students during the school day and during approved curricular and extracurricular activities. It is the responsibility of the school administration to make an effort to act on behalf of parents in their absence with respect to interrogations by law enforcement officials. A parent may, and a school administrator shall be present during these interrogations, except when interviews are conducted by a child protective services worker pursuant to A.R.S. 8-224(B) and 8-546.01(C)(2). When a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents or guardian. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer". School personnel shall make every reasonable effort to make sure parents have been notified that a student has been taken into custody. The personnel of the District shall cooperate fully with the police. When the arrest is formally made, the District and its employees no longer exercise jurisdiction over the student.

**Searches:** The administration has the right to search and seize property, including school property temporarily assigned to students, when there is a reason to believe that some material or matter detrimental to health, safety and welfare of student(s) exists. Items provided by the District for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. (Students have no reasonable expectation of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel.)

**Automobile Searches:** Students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reason to believe that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

**Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

## STUDENT CONDUCT

(Secret Societies) - (Gang Activity or Association) It is the District's position that gangs that initiate, advocate or promote activities that threaten the safety or well being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. Further, it is the District's position that the use of hand signals, graffiti, or the presence of any apparel, jewelry, accessories, or manner of dress or grooming that, by virtue of its color, or affiliation with such a group is prohibited because of the disruption to educational activities. For these reasons, the following activities are prohibited and shall subject any student engaging in them to disciplinary action:

- Students should not engage in speech or conduct including clothing, jewelry, or hair style which is profane, indecent, lewd, vulgar, sexual, or offensive to school purposes.
- Any activity involving initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical and mental harm to students or others.
- Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student or the orderly operation of the schools.

## BULLYING

The governing Board of the Joseph City School District believes that it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters personal growth, and helps a student build a sense of community that promotes growth, and helps a student build a sense of community that promotes positive participation as citizens in society. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated. Everyone has the responsibility to keep our schools safe.

If you are aware of an act of violence or of a dangerous situation it is your responsibility to report it to a school employee.

**Bullying:** Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property; is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm; occurs when there is a real or perceived imbalance of power or strength; or may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to the following: verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyber bullying; exposure to social exclusion or ostracism; physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting; damage to or theft of personal property.

**Cyber bullying:** Cyber bullying is, but not limited to, any act of bullying committed through the use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing list, or other District-owned property, and by means of an individual's personal electronic media and equipment.

**Harassment:** Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, paragraphs and graphics. Harassment may be related, but not limited to race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and through the use of social media.

**Intimidation:** Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear or harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and through the use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim physically, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to law enforcement.

Students who believe they are experiencing being bullied or expect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information. Reprisal by any student directed toward a student or employee related to reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

#### **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or school staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms within the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/or grievance falls within this policy shall be determined by the Superintendent.

A student or the student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint/or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

**A list of student rights and responsibilities are included in the registration packets and are available in the front office upon request.**

#### **HAZING POLICY**

There shall be no hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for, or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District school.

**Definitions:** "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

#### **CONTACT POLICY**

On campus, on school buses, and other school functions, students are expected to conduct themselves in such a manner as to display the highest respect for themselves and their friends by avoiding any physical display of affection, other than the holding of hands.

#### **LOITERING**

Do not loiter before, during or after school in the vicinity of the high school campus. Students are prohibited from going to non-supervised areas of the building during the lunch hour.

#### **DEFINITIONS OF DISCIPLINARY ACTIONS**

**Office Conference/Counseling:** Student meets with principal to determine if there was an infraction of school rules and what course of action is to be taken.

**Parent Conference:** Parent is requested to meet with administration regarding an infraction and what corrective action is to be taken.

**Noon Detention:** May be assigned by a teacher or the principal. Students will bring a lunch and after eating will be required to do school work during the lunch period.

**Saturday Detention:** In session on designated Saturdays from 8:30 a.m. to 12:00 p.m. During detention the student must have schoolwork and stay on task.

**In School Suspension (ISS):** Student is detained at school, but is suspended from all classes and isolated from other students for a specified time. During this suspension, the student is given classroom work and/or a writing assignment to be completed.

**Off Campus Suspension (OCS):** Student is suspended from school and school activities for a specified number of days, up to ten, and is marked absent for all classes missed. The student is responsible for all work missed.

**Long Term Suspension:** Suspension beyond 10 days.

**Expulsion:** Official dismissal following due process by the governing board.

**After School Work Detail:** A student is assigned a specific number of hours to be done under the supervision of a teacher; custodian or other school personnel.

#### **OTHER DISCIPLINE RELATED AREAS**

**School Groups:** Violations of this section occurring on school sponsored trips will be handled on an individual basis, if possible. However, when a violation occurs during school group activities (athletics, clubs, music, field trips, etc.) and it is determined that a large number of group members were aware of and/or participated in behavior in violation of this section, the group involved will be subject to discipline by the building administrator. Such discipline may include curtailment of current or future activities and/or elimination of the group or its activities for the balance of the school year.

**School Employee Rights:** A person who knowingly abuses a teacher or other school employee on the school grounds or while the teacher or employee is engaged in the performance of his or her duties is guilty of a class 3 misdemeanor: 15-507.

### STUDENT DRESS AND GROOMING

The Board authorizes the administration to promulgate and enforce school regulations prohibiting student dress or grooming practices that:

1. Present a hazard to the health, safety, or general welfare of the student or others in the school.
2. Materially interfere with schoolwork or create disorder.
3. Are counterproductive to or disruptive to the learning process.
4. Clothing or apparel with inappropriate or immodest slogans or pictures (pertaining to subjects such as alcohol, tobacco, cigarettes, illegal substances, profanity, vulgarity, indecency, or gang association).
5. The administration states that clothing that sags below the point of the hip and/or exposes under clothes is not permissible. Garments, which allow the easy concealment of contraband, are not acceptable. Pants, shorts, or overalls more than one size too big is not acceptable.

Final authority and decisions about any questionable dress will be left up to the school administration.

1. Tank tops, fishnet mesh shirts without an undershirt, tight fitting tops, short mini-skirts, short dresses, bare midriffs, and back less clothing are not appropriate attire for school. Sleeveless shirts must come to tip of shoulder and cover entire shoulder and must fit tightly under arms. T-shirts with imprints are acceptable if they are in good taste. By state law, shoes must be worn at all times. Slippers and shoes with wheels are not allowed. Open toed shoes will not be allowed in some classes.
2. Wallet chains or other chains hanging exposed are not allowed.
3. Pants that have holes in them above the knee that show skin are not acceptable.
4. Hats and all other apparel generally worn on the head will not be allowed to be worn in any of the buildings by students, boys and girls included.
5. Sunglasses are not allowed in school.
6. No pajamas may be worn to school.
7. Shorts:
  - The shorts must be clean without any holes that show skin.
  - Shorts may not be shorter than 5 inches above the knee.

### DRESS CODE VIOLATIONS

1<sup>ST</sup> Offense – Warning and a notice sent home (If the student can completely correct the violation he/she will be sent back to class, otherwise, parents will be called to bring in a change of clothes or student will be sent home to make corrections).

		Minimum:	Maximum:
2 <sup>nd</sup> Offense	-	Detention or In-School Suspension	Off Campus Suspension
3 <sup>rd</sup> & 4 <sup>th</sup> Offense	-	3 Days off campus Suspension	Long term suspension

If a student continues to disobey our dress code at Joseph City Schools, it will be treated as insubordination and he/she will face long term suspension.

\*\*The dress code guidelines are not limited solely to those listed in the student handbook and will be reviewed annually.

### DISCIPLINE PLAN

The District recognizes that appropriate behavior is a necessary prerequisite to learning and that the conduct of each student must be proper and in accordance with school rules, regulations, and policies at all times. Each employee of the District is responsible for helping to enforce proper student conduct. The District further recognizes that situations may arise that, in the best interest of the majority of the students and of the District, will necessitate the removal of a student or students from the school situation. The district believes that close cooperation between parents(s)/legal guardian(s) and the school is the most effective method of preventing difficult situations from arising. The district recognizes its responsibility for helping develop closer home-school cooperation. Any incident that could potentially threaten the safety or security of pupils, teachers, or administrators will be reported to the local law enforcement. ARS 15-341 (33).

**CONSEQUENCES FOR VIOLATIONS IN DIFFERENT PROBLEM AREAS ARE CUMULATIVE AND DISCIPLINE WILL BE PROGRESSIVE.**

PROBLEM AREA	OCCURRENCE	RANGE OF ACTION MINIMUM	MAXIMUM
<b>INFRACTION AGAINST PUBLIC ORDER</b>			
<b>PUBLIC NUISANCE:</b>			
Making Bomb Threat/Setting off False Alarm (Emergency Fire, Security, etc.)	First: Repeated:	Five Days Suspension Long-term Suspension	Expulsion Expulsion
Threat of Violence	First: Second:	Five Days Suspension Long-term Suspension	Expulsion Expulsion
Loitering/Trespassing	First: Repeated:	Informal Talk Parental Involvement	Short-term Suspension Long-term Suspension
<b>DISORDERLY CONDUCT</b>			
Disturbing a School Activity	First: Repeated:	Informal talk Parental Involvement	Short-term Suspension Long-term Suspension
Vulgar or Obscene Language/Gestures	First: Repeated:	Informal talk Parental Involvement	Short-term Suspension Long-term Suspension
Disruptive Classroom Behavior	First: Repeated:	Informal talk Parental Involvement	Short-term Suspension Long-term Suspension removal from class
Engaging in Lewd Behavior	First: Repeated:	Informal talk Parental Involvement	Short-term Suspension Long-term Suspension
Ethnic Slurs	First: Repeated:	Informal talk Parental Involvement	Short-term Suspension Long-term Suspension
Weapons (Other than a Firearm, Explosive Device)	First: Repeated:	Short-term Suspension Long-term Suspension	Long-term Suspension Expulsion
Possession or Transmission of Inappropriate Content or Pictures	First: Repeated:	Short-term Suspension & contact law enforcement Long-term Suspension	Long-term Suspension Expulsion
Firearm, Explosive Device on School Grounds	First: Repeated:	Short-term Suspension Long-term Suspension	Expulsion Expulsion
Gambling	First: Repeated:	Informal Talk Parental Involvement	Short-term Suspension Long-term Suspension
Possession of Banned Items	First: Repeated:	After school detention Parental Involvement	Short-term Suspension Long-term Suspension
<b>INFRACTION AGAINST AUTHORITY</b>			
Insubordination	First: Repeated:	Informal Talk Parental Involvement	Short-term Suspension Long-term Suspension
Obstructing Investigation	First: Repeated:	Informal Talk Parental Involvement	Short-term Suspension Long-term Suspension
Not Bringing Necessary Items to Class	First: Repeated:	Informal Talk Parental Involvement	Short-term Suspension Long-term Suspension
Disrespectful to Staff	First: Second:	Informal Talk Parental Involvement	In-School Suspension Long-term Suspension
Absenteeism-Ditching (Absent Without Permission)	First: Repeated:	Remedial School Parental Involvement	In-School Suspension Expulsion
Insult/Verbal Abuse of Faculty/Staff Member	First: Repeated:	Short-term Suspension Long-term Suspension	Long-term Suspension Expulsion
Assault or Threat of Faculty or Staff Member	First: Repeated:	Short-term Suspension Long-term Suspension	Expulsion Expulsion
Abuse of Teacher/School Employee While Engaged in the Performance of His or Her Duties.	First: Repeated:	Short-term Suspension Long-term Suspension	Long-term Suspension Expulsion

Resisting Authority (Open Defiance)	First: Repeated:	Parental Involvement Short-term Suspension	Long-term Suspension Expulsion
Forgery	First: Repeated:	Informal Talk Short-term Suspension	Short-term Suspension Long term Suspension
<b>INFRACTION AGAINST PROPERTY</b>			
Vandalism Or Destruction of Property at School	First:  Repeated:	Short-term Suspension  Short-term Suspension	Long-term Suspension (reimbursement to District) Expulsion
Theft of Property	First: Repeated:	Parental Involvement Short-term Suspension	Short-term Suspension Long-term Suspension
Arson	First: Repeated:	Short-term Suspension Long-term Suspension	Expulsion Expulsion
Malicious Mischief	First: Repeated:	Informal Talk Parental Involvement	Parental Involvement Expulsion
<b>INFRACTION AGAINST OTHERS</b>			
Endangerment	First: Repeated:	Parental Involvement Long-term Suspension	Expulsion Expulsion
Creating a Hazardous or Physically Offensive Condition	First: Repeated:	Short-term Suspension Long-term Suspension	Expulsion Expulsion
Harassment/Threats/ Verbal Abuse	First: Repeated:	Short-term suspension Long-term Suspension	Expulsion Expulsion
Improper Contact Hugging/Kissing	First: Repeated:	After School Detention Short-term Suspension	Short-Term Suspension Long-term Suspension
Slander	First: Repeated:	Informal Talk Parental Involvement	Long-term Suspension Long-term Suspension
Extortion	First: Repeated:	Parental Involvement Short-term Suspension	Long-term Suspension Expulsion
Physical Assault	First: Repeated:	Parental Involvement Short-term Suspension	Expulsion Expulsion
Internet Violation	First: Repeated:	ISS & Privileges Revoked Short-term Suspension	Short term Suspension Expulsion
Retaliation	First: Second:	Short term Suspension Short term Suspension	Long term Suspension Expulsion
Improper Sexual Advances	First: Repeated:	Parental Involvement Short-term Suspension	Expulsion Expulsion
Bullying	First: Repeated:	Parental Involvement Long term Suspension	Expulsion Expulsion
Fighting	First: Repeated:	Parental Involvement Short-term suspension	Long-term suspension Expulsion
Hazing	First: Repeated:	Short-term Suspension Short-term Suspension	Long-term Suspension Expulsion
Obstructing Vehicular or Pedestrian Traffic	First: Repeated:	In-school Suspension Short-term Suspension	Long-term Suspension Expulsion
Tardiness	First:	See Tardy Policy	
Cheating	First:  Repeated:	Loss of Grade on assignment Parental Involvement	Failure of class  Failure of class
Plagiarism	First: Repeated:	Loss of Grade Failure of Class	Loss of Grade Failure of Class
Any Exhibition of Gang Association i.e.: Gang Writing on School Property,	First:	2 days Suspension	Long-term Suspension

Clothes, Personal Property, or Gang Signing	Repeated:	Short term Suspension	Long-term Suspension
<b>SUBSTANCE ABUSE</b>			
In addition to actions listed, police will be notified of all behaviors that are drug or alcohol related. Parents will be notified in each case.			
Pushing, Selling, Giving Non-Prescribed Drugs, Alcohol, Vapes (e-cigarettes) and/or Drug Paraphernalia	First:	Short-term Suspension Pending Hearing on Expulsion	Expulsion
	Repeated:	Expulsion	Expulsion
Party To, Possession of, Writing about, Use of Non-Prescribed Drugs, Alcohol, Vapes (e-cigarettes), or Drug Paraphernalia.	First:	9 Day Suspension	Long-term Suspension
	Repeated:	Long-term Suspension	Expulsion
E-Cigarettes/Vaping	First:	4 Day Suspension	Long-term Suspension
	Repeated:	Long-term Suspension	Expulsion
Tobacco Use or Possession	First:	1 Day Off Campus Suspension	Long-term Suspension
	Repeated:	3 Days Off Campus Suspension	Expulsion

#### CELL PHONES

Cell phones are not allowed in classes during instructional time. Students are required to turn over cell phones to school personnel upon request. **If a student refuses they may be automatically suspended.**

#### DANCES

The school dress code will be enforced at Joseph City High School dances. The following has been adopted as a standard for all formal dances. Modesty is the key. Dresses should fit so that bras can be worn and cleavage is not displayed. Strapless dresses are not allowed. Backless gowns not lower than mid back and spaghetti straps are acceptable. Dresses length must come to mid thigh in length and if they are slit may not be slit beyond mid thigh. Regular school dances end at 11:30 p.m. Homecoming and Prom may be extended to 12:00 midnight. School dances are for the benefit of Joseph City High School students.

- Students who leave the building during a dance are not permitted to return.
- Sock hop type dances (usually held after a home game) are for Joseph City High School students only.
- Out of-town guests or persons who are not students of Joseph City High School may come as a legitimate date of a J.C.H.S. student providing they are 19 years old or younger and have obtained a guest pass in advance from the Principal.
- Junior High Students are not allowed to attend high school dances and high school students are not allowed to attend Jr. High dances.
- School dropouts, expelled students or students under suspension are not allowed at our dances and will not be admitted as guests.
- We reserve the right to deny admittance to anyone who is disruptive in any way.
- Freak dancing, grinding and inappropriate dancing will not be allowed.
- Alumni may attend the Homecoming dance with prior approval from the Principal.
- To qualify for Prom or Homecoming Royalty a minimum 2.0 GPA is required as well as not having 2 or more discipline referrals. You must have attended Joseph City Schools for 3 consecutive semesters.

#### PATRIOTIC ETIQUETTE

1. You should stand quietly with your hand over your heart while the flags are raised and “The Star Spangled Banner” is sung.
2. You should stand while reciting “The Pledge of Allegiance”.

### AUDITORIUM PERFORMANCE ETIQUETTE

These guidelines are provided to help create an atmosphere conducive to the enjoyment of all.

1. Quiet conversation is permissible only before the start of a performance. Talking, whispering and other distractions are not appropriate during a performance.
2. All persons are to remain seated during the entire performance (Doors will remain closed during the performance. Necessary exits/entrances may take place during applause or intermissions).
3. Applause is appropriate and welcome but whistling and shouting are not.
4. Please leave all food outside; don't wear hats and keep your feet off the chairs.
5. Please stay seated until you are dismissed.
6. Any person(s) not in conformance with the above guidelines will be asked to leave.

### VISITORS TO SCHOOLS

Parents are encouraged to visit the schools. All visitors must report to the office upon arrival. No person may enter the school premises, including visits or audits to a classroom or other school activity without the approval of the principal. Anyone who is not a student or staff member of the District schools and is in violation of this policy may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

### EXTRA-CURRICULAR ACTIVITY ELIGIBILITY

In order to emphasize academics and maintain a proper perspective relative to extra-curricular activities, we at Joseph City Junior/Senior High School will adhere to the following procedure concerning eligibility. Participants shall maintain a passing grade in all of their classes and be progressing toward graduation. Student progress will be reported at the end of three week monitoring periods. Only students earning passing marks in all classes will remain eligible.

- Any class change may affect the student eligibility. Check with the office before finalizing any class changes.
- Unique individual circumstances may be reviewed by the administration.

#### Academic Monitoring Program:

- All students' grades will be monitored every 3 weeks and students who are failing will be notified. The teacher will issue failing notices or report cards. Parents will be notified.
- Academic Assistance will be available. Students should check with their individual teachers.
- If failing at 3 weeks a student will become ineligible for a period of one week. A grade brought up to passing after this 1 week will allow the student to become eligible.
- If a student is failing at 2 consecutive 3 week grade checks in the same course, that student will become ineligible for the remainder of the season in that activity.
- Failing a class for a semester will result in one week of ineligibility at the beginning of the next semester.
- To be declared eligible, he/she must have the teacher(s) sign a note to verify passing status. This note must then be turned in to the Athletic Director who will issue clearance. The student will then take the clearance note to the appropriate coach/sponsor.
- A student who is losing credit because of excessive absences may not practice or play until the circumstances have been resolved.
- A grade of incomplete will be treated the same as an F with the exception that once the incomplete has been taken care of the student will become eligible to participate immediately. The mandatory one week waiting period does not apply.
- Extra fees for home schooled or part time students may apply (with the exception of interscholastic activities)

### OTHER RULES

School rule infractions will be reported to the school administration. Letters are awarded at the discretion of the coach and in accordance with written criteria given to students at the start of a sport. There will be a one week grace period beginning with athletes' first day of practice for an athlete to quit one sport and go out for another sport. An athlete must be cleared by both coaches of both sports before a change can be made. If an athlete is dropped from a sport because of disciplinary reasons or failing grades, he/she will not be allowed to participate in another sport during the same season. After school use of the weight room will also be denied. If an athlete is participating in two sports during a season and is removed or quits a team, he or she will not be allowed to participate in the other sport for the remainder of the season. If a student is held out by a coach or parent for a medical concern, a medical release/doctor's note must be obtained for the student to once again participate.

### ATHLETIC ELIGIBILITY REQUIREMENTS

1. Parent Permission
2. Physical on file
3. Proof of insurance
4. Birth Certificate on file
5. AIA Eligibility Form on File
6. Clearance from previous sport
7. Medical consent form on file
8. Participation fee
9. Concussion course completion

Fees per sport: High School \$45.00 Junior High \$25.00 Manager \$10.00 Family Maximum \$180.00 per year  
\*There is a financial waiver available for those who qualify.

**The use of illicit drugs, tobacco or alcohol is prohibited.** Use or possession of any of these substances will result in automatic removal from the sport in season. Any further offenses will result in being eliminated from participation for the current sport season and the following two sports seasons.

### REQUESTS TO TRAVEL WITH PARENTS

Athletes will travel to all athletic events on the bus as a team. If students wish to return to Joseph City with their parents a school release must be signed by the parent either prior to the trip or at the event site. A copy of the letter will be given to the coach and the original will be filed in the office. **STUDENTS WILL BE RELEASED TO PARENTS OR LEGAL GUARDIAN ONLY. (School Board Policy)**

## **7. DISCUSSION ITEMS**

The Governing Board will not vote on Discussion Items and any action taken as a result of this discussion will be limited to directing staff to study the matter or scheduling the matter for a future agenda.

## **8. INFORMATION ITEMS**

### **8.A. Requests for Future Agenda Items**

This agenda item is for the Governing Board to have a running record of potential items to be placed on future agendas. There will be no discussion on the substance, merits, or issues relating to the proposed agenda item.

### **8.B. Upcoming Meetings and Events Calendar**

- Public Hearing for FY 2022-23 budget - July 12, 2022; 6:00 p.m.
- Next Regular Board Meeting - July 12, 2022; immediately following the 6:00 p.m. budget public hearing

## **9. ADJOURNMENT**

Call to adjourn the meeting